



**CITY OF HAVERHILL
CITY COUNCIL AGENDA –**

Tuesday, August 11, 2026, at 7:00 PM

Theodore A. Pelosi, Jr. Council Chambers, 4 Summer St, Room 202

In-Person/Remote Meeting: <https://meet.google.com/fdx-hdgx-upm>

This meeting of Haverhill City Council will be held in-person at the location provided on this notice as its official meeting location pursuant to the Open Meeting Law. As the meeting is held in person at a physical location that is open and accessible to the public, the City Council is not required to provide remote access to the meeting. Members of the public are welcome to attend this in-person meeting. Please note that a live stream of the meeting is being provided only as a courtesy to the public, and the meeting will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. Those attending tonight's meeting should be aware that the meeting is being audio and video recorded by HCTV, The Eagle Tribune, and WHAV. Any audience members who wish to record any part of the meeting must inform the Council President who will announce the recording. This is to comply with the MA wiretap statute. Thank you.

1. OPENING PRAYER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES OF PRIOR MEETING

4. ASSIGNMENT OF THE MINUTES REVIEW FOR THE NEXT MEETING:

5. COMMUNICATIONS FROM THE MAYOR:

AUG 7 AM 11:25
HAVERHILL CITY CLERK

5.1. Mayor Barrett requests to present Acting Deputy Police Chief Meaghan Pare to discuss Flock cameras and software utilized by the Haverhill Police Department for license plate monitoring

5.2. Mayor Barrett submits the following gift order:

5.2.1. Order- Authorizing Mayor Barrett to accept a gift donation from the WSL Haverhill AL LLCIN in the amount of \$150.00 for the Council on Aging Ice Cream Social at the Citizen Center

5.3. Mayor Barrett submits a Memorandum of Agreement between the City of Haverhill and the New England Police Benevolent Association (NEPBA) Local 119 (Dispatchers) for contract period July 1, 2026 through June 30, 2029

5.3.1. Order- Memorandum Agreement between the City of Haverhill and the New England Police Benevolent Association (NEPBA) Local 119 (Dispatchers)

File 10 Days

6. COMMUNICATIONS FROM COUNCILORS TO INTRODUCE AN INDIVIDUAL(S) TO ADDRESS THE COUNCIL:

6.1. President Jordan wishes to introduce Tracy Fuller of the Haverhill Rotary Club to announce their upcoming Roast & Toast of Peter Carbone to be held at the Bradford Country Club on Thursday, September 10th at 5:30 pm



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7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28:

8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:

8.1. Kaitlin M. Wright Esposito, *City Clerk*, requests to announce Early Voting schedule and pertinent election-related deadlines for the upcoming State Primary Election to be held on Tuesday, September 1, 2026 from 7 AM to 8 PM

8.2. **EROM-26-18** - Lisa DeMeo, *City Engineer*, requests approval to open the roadway to allow for the cut off of existing gas service at the main for demo purposes, which requires National Grid to excavate in the right of way

8.2.1. Order – approve request to excavate at 74-76 Lakeview Ave

8.3. Chris Loughnane, *City Assessor*, submits monthly abatement report for the month of July 2026

9. UTILITY PUBLIC HEARING(S) AND RELATED ORDER(S):

10. PUBLIC HEARINGS AND RELATED ORDERS:

10.1. **Doc 21-H; CCSP-26-5** – Francis Bevilacqua of *Bevi Builds II* requests approval to replace existing single-family dwelling and construct a three-family residential dwelling at 16 Margin St in the Residential Urban (RU) zoning district

10.2. **Doc 21-F; CCSP-26-6** - Attorney Caitlyn Masys for client *Essex County Habitat for Humanity* requests a special permit to renovate existing property at 512 Washington St and divide it into three affordable housing units. Applicant seeks to tear down the existing dilapidated garage on the property and proposes to build a duplex on either side of the existing house, adding an additional four affordable housing units to the property. Once complete, the property will have seven residential units that will be converted to condominiums. There will be a provision within the condominium documents, as well as restrictions in each of the deeds, stating that every unit shall perpetually be defined as affordable housing. Each unit will then be sold to qualified low-income home buyers.

11. APPOINTMENTS:

12. PETITIONS:

12.1. **Applications Handicap Parking Sign:** *with Police approval*

12.2. **Amusement/Event Application:** *with Police approval*

12.3. **EVNT-26-21** - Nicole Randall for *Snowdrop Montessori School* requests to hold 6th annual *Boardwalk Block Party* hosted by the Wildflower Montessori Schools of Haverhill at the Lawn at Harbor Place for a day of free, family friendly programming on Saturday September 19th from 3:00 to 6:00 PM



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12.4. Auctioneer License:

12.5. **Tag Days:** *with Police approval*

12.6. One Day Liquor License –with Police and License Commission approval

12.7. ANNUAL LICENSE RENEWALS:

12.7.1. **Hawker Peddlers License- Fixed location – w/Police approval**

12.7.1.1. **FIXD-26-10;** Kenneth Zibolis for newly proposed location of AmVets at 576 Primrose St to sell hot dogs, sausages, burgers, chicken tenders, and fries Monday through Sunday 11 AM to 7 PM

12.7.2. **Coin-Op License Renewals – with Police approval**

12.7.3. **Christmas Tree Vendor – with Police approval**

12.7.4. **Taxi Driver Licenses:** *with Police approval*

12.7.5. **Taxi/Limousine License** *with Police approval*

12.7.6. **Junk Dealer /Collector License - with Police approval**

12.7.7. **Pool/Billiard**

12.7.8. **Bowling**

12.7.9. **Sunday Bowling**

12.7.10. **Buy & Sell Secondhand Articles** *with Police approval*

12.7.11. **Buy & Sell Secondhand Clothing** *with Police approval*

12.7.12. **Pawnbroker license - with police approval**

12.7.13. **Fortune Teller** *with - Police approval*

12.7.14. **Buy & Sell Old Gold – with Police approval**

12.7.15. **Roller Skating Rink**

12.7.16. **Sunday Skating**

12.7.17. **Exterior Vending Machines/Redbox Automated Retail, LLC**

12.7.18. **Limousine/Livery License/Chair Cars** *with Police approval*

13. MOTIONS AND ORDERS:

13.1. Order – Pay bills of the previous years and authorize payment from current year departmental appropriations as listed:

VENDOR	AMOUNT	ACCOUNT
Weston & Sampson	\$5,092.16	Engineering
CCMSI	\$3,691.67	Human Resources
AFC	\$1,065.00	Human Resources
Comcast Business	\$354.89	Water Treatment
Primo Brands	\$23.07	Auditor
TOTAL: \$10,226.79		



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14. ORDINANCES (FILE 10 DAYS):

15. COMMUNICATIONS FROM COUNCILORS:

15.1. Councilor Lewandowski wishes to announce the Natural Resources and Public Property subcommittee meeting on Monday, September 14, 2026, at 6PM in Room 202, City Council Chambers

15.2. Councilor McGonagle submits the summary of minutes and recommendations of the Public Safety committee meeting held on July 29, 2026, for acceptance and approval

16. UNFINISHED BUSINESS OF PRECEDING MEETING:

16.1. **Doc 40-A** - Ordinance re: Vehicles and Traffic; Amend Ch 240, be further amended by **DELETING** the following to § 240-85 schedule B: Parking Restrictions and Prohibitions:

LOCATION	REGULATION	HOURS/DAYS
----------	------------	------------

40 Central St	No Parking	24 hours
---------------	------------	----------

*(except for 1 24-hour
handicap parking space)*

Filed on July 29, 2026

16.2. **Doc 10-O** - Ordinance re: Vehicles and Traffic; Amend Ch 240, be further amended by **ADDING** the following to § 240-85 schedule B: Parking Restrictions and Prohibition:

LOCATION	REGULATION	HOURS/DAYS
----------	------------	------------

93 White St	No Parking	24 hours
-------------	------------	----------

*(except for 1 24- hour
handicap parking space)*

Filed on July 29, 2026

17. RESOLUTIONS AND PROCLAMATIONS:

18. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS:

19. DOCUMENTS REFERRED TO COMMITTEE STUDY:

20. LONG TERM MATTERS STUDY LIST:

21. ADJOURN:

5.1

MELINDA E. BARRETT
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@HAVERHILLMA.GOV
WWW.HAVERHILLMA.GOV

August 7, 2026

AUG 7 AM 10:44
HVCITYCLERK

To: City Council President Timothy J. Jordan and Members of the
Haverhill City Council

From: Mayor Melinda E. Barrett

Re: Flock license plate reader cameras and software

Dear Mr. President and Members of the City Council:

I respectfully request to present Acting Deputy Chief Meaghan Paré to discuss Flock cameras and software utilized by the Haverhill Police Department for license plate monitoring.

Very truly yours,

Melinda E. Barrett
Mayor

5.2

MELINDA E. BARRETT
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@HAVERHILLMA.GOV
WWW.HAVERHILLMA.GOV

August 7, 2026

AUG 7 AM 9:26
HANCITYCLERK

To: City Council President Timothy J. Jordan and Members of the
Haverhill City Council

From: Mayor Melinda E. Barrett

Re: Order Gift Acceptance COA Ice Cream Social

Dear Mr. President and Members of the City Council:

I respectfully submit an Order to accept a donation from WSL Haverhill AL
LLC in the amount of \$150.00 for the Council on Aging Ice Cream Social at
the Citizen Center.

I recommend approval.

Very truly yours,

Melinda E. Barrett
Mayor



Document

CITY OF HAVERHILL

In Municipal Council

Ordered:

GIFT ACCEPTANCE

At a regularly convened meeting of the City Council of the City of Haverhill, held on the 11th day of August, 2026, it was voted as follows:

That the City Council of the City of Haverhill, duly elected, qualified, and acting as such, on behalf of the City votes to accept a gift in the amount of \$150.00 from WSL Haverhill AL LLC to be used exclusively by the Council on Aging for the Ice Cream Social.

YEAS: _____

NAYS: _____

ABSENT: _____

PASSED IN COUNCIL: _____

A True Record, Attest:

Date Approved

Kaitlin M. Wright, City Clerk

Melinda E. Barrett, Mayor

5.2.1

WSL Haverhill AL LLC
10 Residences Way
Haverhill, MA 01830

Needham Bank
1053 Great Plain Ave
Needham, MA 02492

5560

07/23/2026

Pay ***** ONE HUNDRED FIFTY AND 00/100 DOLLARS

\$150.00

Pay to the ORDER OF HAVERRILL COUNCIL ON AGING
10 WELLCOME ST
HAVERHILL, MA 01830




(AUTHORIZED SIGNATURE)

Property Account	Invoice - Date	Description	Amount
	05202026 - 05/20/2026		150.00
			<u>150.00</u>

5.3

MELINDA E. BARRETT
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@HAVERHILLMA.GOV
WWW.HAVERHILLMA.GOV

August 7, 2026

AUG 7 AM 9:25
HVCITYCLERK

To: City Council President Timothy J. Jordan and Members of the
Haverhill City Council

From: Mayor Melinda E. Barrett

Re: MOA between City of Haverhill and NEPBA Local 119
(Dispatchers)

Dear Mr. President and Members of the City Council:

I respectfully submit a Memorandum of Agreement between the City of Haverhill and the New England Police Benevolent Association (NEPBA) Local 119 (Dispatchers) for contract period July 1, 2026 through June 30, 2029 to be placed on file for 10 days.

I recommend approval.

Very truly yours,

Melinda E. Barrett
Mayor



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DeRosso, HR Technician – jdelrosso@haverhillma.gov

Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

TO: Mayor Melinda Barrett
FROM: Denise McClanahan, HR Director
DATE: August 6, 2026
RE: MOA submission

As a result of recent negotiations, please find attached the MOA for the New England Police Benevolent Association Local 119 (Dispatchers). Please submit this document to the next City Council meeting for action.

dIm

5.3.1

TO: MAYOR MELINDA BARRETT
 FROM: Denise McClanahan, HR Director
 DATE: 5/28/2026
 RE: COLLECTIVE BARGAINING FINANCIAL DISCLOSURE

NAME OF CONTRACT OR GROUP: CHOOSE GROUP . Dispatchers Group
 CONTRACT PERIOD: 7/1/2026 to 6/30/2029

% INCREASE FOR EACH CONTRACT YEAR:

Year 1 2 % Year 2 2 % Year 3 2 %

In FY 27, drop 1ST step, add new step at end st 3.5% increase

In FY 28, add new step at end at 3.5% increase

Cost of COLAs for each fiscal year of contract (amounts are approximate and include contractual step increases):

Year 1 – FY 27 Cost amount \$69,311

Year 2 – FY 28 Cost amount \$46,484

Year 3 – FY 29 Cost amount \$35,399

ADDITIONAL COSTS

(i.e., OT, Hazardous Duty, Professional Development, Clothing Allowance, Holiday Pay, etc.)

Longevity increase FY 27 \$1,600

Accreditation stipend FY 27 \$2,200

Clothing allowance FY 27 \$2,200

Total **salary** budget for this group was: \$707,925

Total **salary** budget (approx.) at end of contract period: \$845,000

Percent increase in salary budget (includes contractual steps): 13.15% (over 3 years)

Are there any other groups or individuals that would be directly affected by this budget? No

What would be the effect? _____

Are there any other known implications to this contract? _____

Yes No

Funds are appropriated ☒ ☐

Where funds are located Account #: Click or tap here to enter text.

Yes No

Funds need appropriation by council ☐ ☒

Where funds to come from Account #: Click or tap here to enter text.



Auditors Office

HR Dept

MEMORANDUM OF AGREEMENT BETWEEN
THE CITY OF HAVERHILL
AND
THE NEW ENGLAND POLICE BENEVOLENT ASSOCIATION LOCAL 119 (DISPATCHERS)

This proposed term sheet modifies the existing collective bargaining agreement 7/1/23 - 6/30/26 for the term of 7/1/26 - 6/30/29. All terms of the existing agreement are extended except as modified herein. Unless otherwise provided, all provisions shall become effective on the date the contract is ratified by the Union Membership and funded (or otherwise approved) by City Council.

ARTICLE 1 - BARGAINING UNIT

The City proposes to create a new bargaining unit position, Dispatch Supervisor, with the duties specified in the attached draft job description and amend the first paragraph of Article 1 as follows:

The CITY recognizes the New England PBA, Inc. ("UNION") as the exclusive bargaining agent for the purpose of collective bargaining relative to wages, hours, and other conditions of employment. The bargaining unit shall consist of all fulltime & regularly scheduled part-time dispatchers, and the Dispatch Supervisor, employed by the Employer in its police department but excluding all sworn police officers and all other employees of the Employer.

ARTICLE 11 - Shift bids

Replace paragraph with the following:

The City shall post a shift bid for all dispatchers once a year within the month of December. The shift bid shall be posted for seven (7) days. The shift bid will be based on full-time employment with the Haverhill Police Department. If shifts are changed, changes will take place on the 1st Sunday of January, unless it's the Holiday and then will be the following Sunday.

ARTICLE 12 - Overtime: Sick time – overtime shift language

Add to Article 12 the following:

Employees covered under this agreement should not be allowed to work an overtime shift if they call out sick until they complete one regular shift upon their return from sick leave. Discretion is given to the Police Chief regarding holds and order in's.

ARTICLE 13 – VACATION

The City proposals the vacation policy attached hereto (appendix B).

ARTICLE 15 – Clothing

All employees shall receive a two hundred (\$200) dollar stipend in the first regular payroll of July of each year for the purchase and cleaning of suitable clothing. All employees will be expected to wear business casual attire when reporting to duty subject to the Chief's discretion. All clothing shall be clean, neat and free from tears.

ARTICLE 16 - Sick time

Effective 7/1/26, after five years of service with the City, all employees shall be entitled to sick leave as listed in new section 1a. The updated sick leave accrual will adjust starting with the month after the 5-year anniversary.

Note: no retro of accumulated time will be provided prior to 7/1/2026.

New - Section 1a. After five years of service with the city of Haverhill, employees (full-time and permanent part-time) shall be credited with sick leave with pay not to exceed fifteen (15) working days for each year of service, at the rate of one and one-quarter (1.25) day per month, provided that said leave is caused by sickness or injury which incapacitates the employee in the performance of this or her duties. Sick leave credit for full-time and permanent part-time employees working twenty (20) hours or more shall begin on the first day of the month following employment. Full-time and permanent part-time employees who are absent without pay and/or on leave without pay for more than one (1) day in any calendar month shall not receive sick leave credit for that month unless otherwise approved by the Mayor.

ARTICLE 23 – SALARIES

2% salary increase effective 7-1-2026

2% salary increase effective 7-1-2027

2% salary increase effective 7-1-2028

Steps

Effective 7/1/26 - remove step 1 and add new step at the end of scale with a 3.5% increase.

Effective 7/1/27 - add new step at the end of scale with a 3.5% increase.

DISPATCH SUPERVISOR SALARY

Dispatcher rate Step 5 + \$10,000 annually

ARTICLE 24 – Longevity

There will be longevity payments in the first pay period of November in accordance with the following schedule:

\$1,400	5 < 10 years of service
\$1,450	10 < 15 years of service
\$1,500	15 < 20 years of service
\$1,750	20 < 25 years of service
\$2,000	25 < 30 years of service

ARTICLE 28 – Miscellaneous:

a. Personal day

Effective 12/31/2026, after five years of service with the City, all employees shall be entitled to personal leave in accordance with new section a.1. The updated personal leave accrual will occur on January 1st of the **next** calendar year.

Note: no retro of accumulated time will be provided prior to 1/1/27.

Add New – Section a. 1 Personal Day: Employees shall be entitled to four (4) personal days with pay in each calendar year for personal reasons. An employee must work six (6) months prior to becoming eligible to use these four (4) Personal Days. During the first six (6) months of employment, a Personal Day may be granted on an emergency basis by the Department Head. The employee must notify the Department Head or his/her designee a reasonable time in advance. The Department Head or designee shall not unreasonably withhold personal leave.

ARTICLE 31 – Rest period

Add new paragraph as follows:

Employees covered under this agreement that are held over (forced to work) a consecutive shift shall not be held or forced to work more than two (2) of their four (4) day work rotation unless mutually agreed upon. This section does not apply in emergency situations.

ARTICLE 32 – Training

Replace 2nd paragraph with the following:

Whenever an employee is required to assist in the orientation of a new employee to the Haverhill Police Department Dispatchers area, said employee shall be compensated

with four (4) hours of overtime for every one (1) eight-hour shift of training. All new employees must complete at least twelve (12) weeks of training. Such training requirements may be waived if management is able to hire a trained dispatcher or trainee demonstrates exceptional performance as determined by the Chief.

ARTICLE 37 – EFFECTIVE DATE OF AGREEMENT AND TERM:

Update section with new dates. All articles pertaining to wages shall receive retro back to July 1, 2026.

NEW ARTICLE 38 – Civilian traffic control

Civilian Traffic Control Officers monitor and control traffic through or around road construction sites. Individuals appointed to this position must go specific training at no cost to the Union Member to obtain certification under 701 CMR 7.00. The parties agree that this article shall be implemented consistent with the existing language of the Police Patrolmen's Association as it relates to the assignment of details.

- Sworn police officers (and superior officers) shall have first preference in accordance with Article 9C of the Police Contract.
- Retired Haverhill Police Officers or reserves, in accordance with Article 9c of the Police Contract.
- Persons who are not sworn police officers but are members of Local 119 (Dispatchers) subject to the training requirements above, shall be offered the detail.

Rates to be determined by the City. The employee may not work the detail if there is an open shift or another employee is requesting the day off.

NEW ARTICLE 41 – Job Posting

When a permanent job vacancy occurs in the bargaining unit, the Department shall post a job vacancy notice for seven (7) working days. Any employees desiring to fill the posted vacancy may so indicate in writing on forms provided by the City. An employee shall have no right to consideration unless they possess all minimum licenses, education, specific skills, or experience required by the job posting. An employee may be deemed disqualified due to prior discipline. Selection shall be made first based on skills and qualifications for the position as determined by the City, provided that equally qualified applicants shall be selected in accordance with seniority as defined in Article 8. If two (2) or more candidates are equal in seniority as defined in Article 8, the City may choose the candidate to fill the vacancy. It is understood that any employee awarded a vacancy, after a reasonable period of training, must demonstrate his/her ability to satisfactorily

perform the work. If no qualified employee within the Department is selected, then the Department may post the position externally.

NEW ARTICLE 40 - Hold policy

If an employee accepts an overtime shift or they are ordered in on their day off, the employee will be placed at the bottom of the list of the seniority list in regard to being held for the following shift. If an emergency arises and that same employee is held for a double shift, they will be compensated at double the rate of pay for the hold shift.

NEW ARTICLE 39 - Accreditation

Effective July 1, 2026, an annual accreditation stipend shall be paid at the same time as the annual longevity payment, provided the department remains accredited as of July 1 each year. The union agrees to continue to cooperate with National Accreditation (CALEA), to include allowing members to be evaluated in the performance of their duties.

The accreditation stipend shall be paid in any year that the Haverhill Police Department maintains its accreditation. If the Department loses or is unable to maintain accreditation part way through a given year, the stipend will continue to be paid in that year, however, the stipend will not be paid the following year unless the Department is able to reestablish its accreditation status by July 1. Once the Department's accreditation status is reinstated, employees will again become eligible for the annual stipend and no further bargaining will be required. The accreditation stipend to be paid to employees shall be as follows:

Effective July 1, 2026	\$200.00 per year
Effective July 1, 2027	\$400.00 per year
Effective July 1, 2028	\$600.00 per year

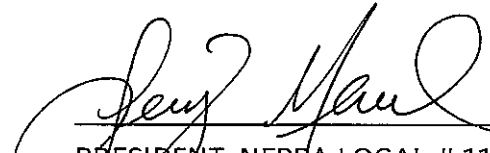
HOUSEKEEPING ITEMS

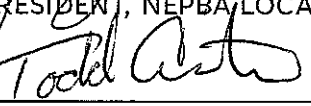
The parties agree to integrate contract to reflect the modified terms herein.

IN WITNESS WHEREOF, the Union and the City, by their authorized representatives, have set their hands to this Memorandum of Agreement on this 29th day of July, 2026.



MELINDA E. BARRETT, MAYOR



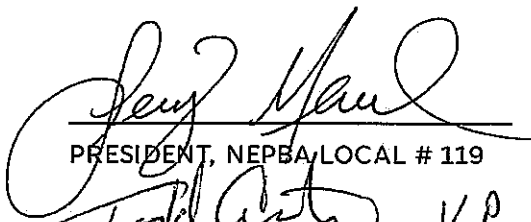
PRESIDENT, NEPBA LOCAL # 119
 V.P.

APPROVED AS TO FORM

KATHERINE MCNAMARA FEODOROFF
CITY SOLICITOR

IN WITNESS WHEREOF, the Union and the City, by their authorized representatives, have set their hands to this Memorandum of Agreement on this 29th day of July, 2026.

MELINDA E. BARRETT, MAYOR



PRESIDENT, NEPBA LOCAL # 119
 V.P.

APPROVED AS TO FORM



KATHERINE MCNAMARA FEODOROFF
CITY SOLICITOR

VACATION POLICY
Preapproved Vacation Requests

A vacation request shall consist of a minimum of four consecutive workdays (shifts) off, which can include the two workdays preceding, and the two workdays following the member's regularly scheduled days off.

Example: Requesting Tuesday and Wednesday off, regular days off being Thursday and Friday, and requesting Saturday and Sunday off, equaling a total of four consecutive workdays

Members must make the request with four (4) weeks' advance notice via the current time management program and also email the Division Commander, or his/her designee, of the entered request; vacation requests may not be submitted more than six (6) months in advance. Vacation shall be approved in accordance with the following seniority schedule:

- 0-5 years two (2) preapproved vacation requests per fiscal year
- 5-10 years three (3) preapproved vacation requests per fiscal year
- 10-21 years four (4) preapproved vacation requests per fiscal year
- 21+ four (4) preapproved vacation requests per fiscal year, plus additional ten hours per year for next four years. For the additional hours, the four workday minimum language shall not apply.

Members may continue to submit preapproved vacation requests even after use of the seniority based pre-approved vacation policy allotment above, and they may still receive pre-approval of a vacation. The above seniority schedule reflects the maximum number of guaranteed requests.

Division Commander, or his/her designee, will respond to the email acknowledging receipt of vacation request; a granted request for time off will be done in the current time management system, which provides an automatic written notification to the member. Requests for preapproved vacations will be granted on a first come, first serve basis, and by seniority when applicable. Preapproved vacations requests shall not be limited to those traveling and otherwise will not require proof of travel plans or purchases.

“Black Out” dates, as described previously by the Chief of Police, are holidays or specific dates within the calendar year where additional staffing is required to fill a special event or other function. Black Out dates considered dates where time off requests for preapproved vacation will not be considered in advance until the required number of employees has been filled for such duties or events. Time off for as the staffing needs of the department have been met. Black Out dates are as follows: July 4th, Thanksgiving Day, and Christmas Day.

In drafting the MOA and/or Integrated CBA, the parties agree to include language that clarifies that members may continue to submit preapproved vacation requests even after use of the seniority based pre-approved vacation policy allotment, and they may still receive pre-approval of a vacation. The above change reflects the maximum number of guaranteed requests.

current scale	step 1	step 2	step 3	step 4	step 5
7/1/2025	\$ 24.45	\$ 25.62	\$ 26.79	\$ 28.09	\$ 30.17
Dispatcher	\$ 978.00	\$ 1,024.80	\$ 1,071.60	\$ 1,123.60	\$ 1,206.80
	\$ 50,856.00	\$ 53,289.60	\$ 55,723.20	\$ 58,427.20	\$ 62,753.60

2% cola

drop/add step

	step 1	step 2	step 3	step 4	step 5
7/1/2026	\$ 26.13	\$ 27.33	\$ 28.65	\$ 30.77	\$ 31.85
Dispatcher	\$ 1,045.30	\$ 1,093.03	\$ 1,146.07	\$ 1,230.94	\$ 1,274.02
	\$ 54,355.39	\$ 56,837.66	\$ 59,595.74	\$ 64,008.67	\$ 66,248.98
new position	\$ 76,248.00				

2% cola

add step

	step 1	step 2	step 3	step 4	step 5	step 6
7/1/2027	\$ 26.66	\$ 27.87	\$ 29.22	\$ 31.39	\$ 32.49	\$ 33.62
Dispatcher	\$ 1,066.20	\$ 1,114.89	\$ 1,168.99	\$ 1,255.55	\$ 1,299.50	\$ 1,344.98
	\$ 55,442.50	\$ 57,974.42	\$ 60,787.66	\$ 65,288.85	\$ 67,573.96	\$ 69,939.04
new position	\$ 79,939.04					

2% cola

	step 1	step 2	step 3	step 4	step 5	step 6
7/1/2028	\$ 27.19	\$ 28.43	\$ 29.81	\$ 32.02	\$ 33.14	\$ 34.30
Dispatcher	\$ 1,087.53	\$ 1,137.19	\$ 1,192.37	\$ 1,280.67	\$ 1,325.49	\$ 1,371.88
	\$ 56,551.35	\$ 59,133.91	\$ 62,003.41	\$ 66,594.62	\$ 68,925.43	\$ 71,337.82
new position	\$ 81,537.82					

CITY COUNCIL

Timothy J. Jordan, President
John A. Michitson, Vice President
Thomas J. Sullivan
Colin F. LePage
Melissa J. Lewandowski
Catherine P. Rogers
Shaun P. Toohey
Michael S. McGonagle
Daniel R. Diodati
Devan Ferreira
Ralph T. Basiliere



CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

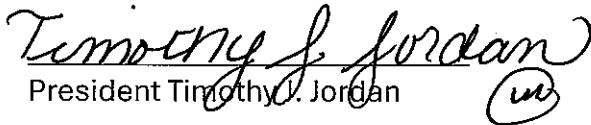
6.1

CITY HALL, ROOM 204
4 SUMMER STREET
TELEPHONE: 978-374-2328
FACSIMILE: 978-374-2329
WWW.CITYOFHAVERHILL.GOV
CITYCOUNCIL@HAVERHILLMA.GOV

August 6, 2026

To: Members of the City Council

President Jordan wishes to introduce Tracy Fuller of the Haverhill Rotary Club to announce their upcoming Roast & Toast of Peter Carbone to be held at the Bradford Country Club on Thursday, September 10th at 5:30 pm.


President Timothy J. Jordan

(Meeting: 8/11/26)

AUG 6 AM 8:47
HAVERHILL CLERK



Haverhill

City Clerk's Office, Room 118
Phone: 978-374-2312 Fax: 978-373-8490
cityclerk@haverhillma.gov

August 6, 2026

AUG 6 AM 9:05
HAVCITYCLERK

To: President Jordan and Members of the Haverhill City Council,

I would like to provide pertinent information to you and the voters of Haverhill regarding important election opportunities and deadlines for the upcoming State Primary Election.

Early voting will take place in the Early Voting Room, located on the basement level of City Hall, during the following dates and times:

- **Saturday, August 22:** 9:00 AM to 3:00 PM
- **Sunday, August 23:** 9:00 AM – 3:00 PM
- **Monday, August 24:** 8:00 AM – 4:00 PM
- **Tuesday, August 25:** 8:00 AM – 4:00 PM
- **Wednesday, August 26:** 8:00 AM – 4:00 PM
- **Thursday, August 27:** 8:00 AM – 4:00 PM
- **Friday, August 28:** 8:00 AM – 4:00 PM

Voters who are unable to participate during these hours are encouraged to vote on **Election Day, Tuesday, September 1**, between **7:00 AM and 8:00 PM**, or to request a vote-by-mail ballot. Please note that **vote-by-mail applications must be received no later than 5:00 PM on Tuesday, August 25**.

Voters choosing to vote by mail are strongly encouraged to return their ballot using the secure election drop box located on the Main Street side of City Hall, to ensure timely receipt.

Respectfully,

Kaitlin M. Wright Esposito, CMC
City Clerk

8.2



Haverhill

Lisa DeMeo, City Engineer

Phone: 978-374-2335

ldemeo@haverhillma.gov

July 29, 2026

**MEMO TO: CITY COUNCIL PRESIDENT TIMOTHY JORDAN AND
MEMBERS OF THE CITY COUNCIL**

SUBJECT: ROAD OPENING, 74 LAKEVIEW AVE, EROM-26-18

As the subject street was paved within the last 5 years, Council approval is required to open the roadway to allow for the cut off of existing gas service at the main for demo purposes, at 74 Lakeview Avenue; which requires National Grid to excavate in the right of way. I am supportive of this request, and The Engineering Office will require proper repaving from curb to curb and the limits of which will be established by city staff in the field.

Please contact me if you have any questions.

Sincerely,

Lisa DeMeo
City Engineer

C: Mayor Barrett, K. Wright, R. Ward, R. Kimball



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

That the City Council approve the request to excavate within the Lakeview Avenue right of way at the following location to cut off gas service at the main for demo purposes: Lakeview Avenue #74-76

The roadway has been paved in the last 5 years and in accordance with Chapter 222, Section 11, Restrictions on future paving of the Municipal Ordinances, Council approval is necessary.



07/28/2026

City of Haverhill, Public Works
4 Summer St
Haverhill, MA 01830

To: Lisa DeMeo/Tara Lynch

National Grid is requesting a street opening permit: at 74-76 LAKEVIEW AVE, for a request to cut off existing gas service at the main for a demo, requiring NGrid to excavate in the right of way.

National Grid requests the street opening permit with the understanding that the restoration will be in accordance with the City of Haverhill guidelines and agrees to pay the associated charges for digging on a guaranteed street.

Thank you for your consideration.

Sincerely,
Jeneta Mao
(617) 831-3870
Work Coordinator



8.3

CITY OF HAVERHILL
ASSESSORS OFFICE – ROOM 115
Phone: 978-374-2316 Fax: 978-374-2319
Assessors@cityofhaverhill.com

August 6, 2026

TO: MEMBERS OF THE HAVERHILL CITY COUNCIL:

In accordance with Municipal Ordinance, Chapter 7,
entitled "Assessor" as follows:

The Board of Assessors shall file monthly with the
City Council a copy of the report submitted to the
Auditor showing a summary of the above abated
amounts for that month.

Attached herewith is the report for the month of
July as filed in the Assessors Office.

Very truly yours,

Chris Loughnane, MAA
Assessor

HAVERHILL CITY CLERK AUG 5 2026 9:07

Transaction Summary All Years

City of Haverhill

All Int Effective Date range 07/01/2026 through 07/31/2026 for Abatements, Exemptions

Totals	Tax		Interest		Fees		Tax		Interest		Fee		Refund		Abate	Exemp	Adjust	Transfers
	Paid		Paid		Paid		Reversals		Reversals		Reversals		Reversals					
Motor Vehicle Excise Tax	0.00		0.00		0.00		0.00		0.00		0.00		0.00		696.04	0.00	0.00	0.00
2024 Motor Vehicles	0.00		0.00		0.00		0.00		0.00		0.00		0.00		696.04	0.00	0.00	0.00
2024	0.00		0.00		0.00		0.00		0.00		0.00		0.00		696.04	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00		0.00		0.00		0.00		0.00		0.00		0.00		740.13	0.00	0.00	0.00
2025 Motor Vehicles	0.00		0.00		0.00		0.00		0.00		0.00		0.00		740.13	0.00	0.00	0.00
2025	0.00		0.00		0.00		0.00		0.00		0.00		0.00		740.13	0.00	0.00	0.00
Motor Vehicle Excise Tax	0.00		0.00		0.00		0.00		0.00		0.00		0.00		41,489.96	0.00	0.00	0.00
2026 Motor Vehicles	0.00		0.00		0.00		0.00		0.00		0.00		0.00		41,489.96	0.00	0.00	0.00
Property Tax	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	864.00	0.00	0.00
2026 Real Estate	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	864.00	0.00	0.00
2026	0.00		0.00		0.00		0.00		0.00		0.00		0.00		41,489.96	864.00	0.00	0.00
Report	0.00		0.00		0.00		0.00		0.00		0.00		0.00		42,926.13	864.00	0.00	0.00
Total All Charges															43,790.13			

Total All Charges: Add all columns except Adjustments.

Document # 21-H

CCSP-26-5 -- Francis Bevilacqua of Bevi Builds II requests approval to replace existing single-family dwelling and construct a three-family residential dwelling at 16 Margin St in the Residential Urban (RU) zoning district

IN CITY COUNCIL: July 14, 2026

Hearing for August 11, 2026

10.1

City Council Special Permit**CCSP-26-5**

Submitted On: May 29, 2026

Primary Location16 MARGIN ST
Haverhill, MA 01832

12.1

JUL 8 PM 4:31
HVCITYCLERK**Important: Please Read Before Starting Your Application****Applicant Information****What is Your Role in This Process?**

Owner

Applicant Business/Firm Name

Bevi Builds II

Applicant Business/Firm Phone

978-479-2216

Applicant Business/Firm Address

143 Essex St

Applicant Business/Firm City

Haverhill

Applicant Business/Firm State

MA

Applicant Business/Firm Zip

01832

New Field

--

Property Information**Proposed Housing Plan Name**

16 Margin St Triplex

Proposed Street Name(s)

Margin St

How Long Owned by Current Owner?

Just purchased

Type of Dwelling(s) Planned in Project

Multi-Family

Lot Dimension(s)

100' x 140'

Registry Plat Number, Block & Lot

505-248-3

Zoning District Where Property Located

RU - Residential Urban Density

Deed Recorded in Essex South Registry: Block Number

43394

Deed Recorded in Essex South Registry: Page

448

Does the Property Have Multiple Lots?

No

Thoroughly Describe the Reason(s) for thre Special Permit

The Applicant requests a Special Permit to permit a three-family dwelling at 16 Margin Street in the RU Zoning District. A three-family residential use is an allowed use within the RU District subject to Special Permit approval by the City Council acting as the Special Permit Granting Authority.

The proposed use is consistent with the intent and purpose of the RU District, is compatible with the surrounding residential neighborhood, and constitutes an appropriate and efficient use of the property. The project will be served by existing public utilities and infrastructure and is not expected to result in any detrimental impacts to the neighborhood or the public welfare.

The Applicant therefore respectfully requests approval of the Special Permit.

Property Description

The property is currently occupied by an aging single-family dwelling that is in poor condition and has suffered from substantial deferred maintenance. The proposed redevelopment will eliminate a deteriorated structure, improve the appearance and functionality of the site, and replace it with a well-maintained residential building that contributes positively to the neighborhood and the City's housing stock.

Current Property Use

Residential Housing

TOTAL Number of Units Planned

3

TOTAL Number of Parking Spaces Planned

6

Planned Lot Use**Lot Number**

Lot 3

Lot Plat Number, Book, Lot

505-248-3

Lot Dimensions

100' x 140'

Number of Existing Buildings on Lot

1

Size of Existing Building(s) on Lot

57' x 30'

Number of Buildings Planned for Lot

1

Size of Proposed Building(s)

77.25' x 43'

Number of Families to be Accommodated

3

Extent of Proposed Alterations

New Construction: Residential

IF OTHER ALTERATIONS, Please Describe

Demo of existing building

Types of Units Planned on Lot

Condominiums (for sale)

Number of Units Planned on Lot

3

Special Circumstances**Building Coverage**

--

Dimensional Variance

--

Front Yard Setback

--

Side Yard Setback

--

Rear Yard Setback

--

Lot Frontage

--

Lot Depth

--

Lot Area

--

Building Height

--

Floor Area Ratio

--

Open Space

--

Parking

--

Sign Size

Use

--

true

Other

--

Hearing Waiver

Agrees

Yes

Agreement & Signature

Agrees

true

PLEASE READ

Thank you for placing your order with us.

From North of Boston <noreply@wave2adportal.com>

Date Mon 7/13/2026 8:39 AM

To CityClerk <cityclerk@haverhillma.gov>

Cc cmacdonald@northofboston.com <cmacdonald@northofboston.com>; Kaitlin Wright Esposito <kwright@haverhillma.gov>; Natalia Hernandez <NHernandez@HaverhillMa.gov>

Warning! External Email. Exercise caution when opening attachments or clicking on any links.

THANK YOU for your notice submission!

This is your confirmation that your order has been submitted. Below are the details of your transaction. Please save this confirmation for your records.

Job Details

Order Number: W0145947
Business Type: All Other Public Notices
Notice Size: Public Notices
Notice Estimate: \$138.46
Referral Code: CCSP-26-5 16 Margin Street

Account Details

Haverhill Clerk
4 SUMMER ST STE 118
HAVERHILL, MA 01830
978-374-2312
cityclerk@cityofhaverhill.com
HAVERHILL CITY CLERK

Schedule for notice number W01459470

Thu Jul 23, 2026
Haverhill Gazette Public All Zones
Notices
Thu Jul 30, 2026
Haverhill Gazette Public All Zones
Notices

July 20, 2026
PUBLIC HEARING
City Council Chambers, City Hall,
Room 202, 4 Summer st
Notice is hereby given that a hearing will be held for all parties interested, in a hybrid meeting (in person/virtual), on Tuesday August 11, 2026 at 7:00 PM on a request from Francis Bevilacqua of Bavi Builds II, (CCSP-26-5) for approval to replace existing single-family dwelling and construct a three-family residential dwelling at 16 Margin St in the Residential Urban (RU) zoning district.
(Residents who are interested in commenting on this item can either (1) Attend in person (Council Chambers, Room 202) or (2) Attend remotely using the link provided on the public meeting calendar on the City's website.)
Description of area, maps and plans are on file in the City Clerk's Office.
Kaitlin M. Wright Esposito, CMC
City Clerk
HG - Publication Dates

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This is an automated message, please do not reply to this e-mail. If you have any questions or concerns you may contact us toll-free at 800-681-6248.



Haverhill City Council
Special Permit Granting Authority
4 Summer Street
Haverhill, MA 01830

RE: Special Permit Application – 16 Margin Street, Haverhill, MA

Honorable Members of the City Council:

Please accept this written statement in support of the Applicant's request for a Special Permit to allow a three-family residential dwelling at 16 Margin Street in the Residential Urban (RU) Zoning District.

The Applicant seeks a Special Permit to permit the construction of a three-family residential dwelling at 16 Margin Street, Haverhill, Massachusetts, located within the Residential Urban (RU) Zoning District.

The proposed use is a three-family residential dwelling. The RU District permits residential uses and specifically allows a three-family dwelling upon the granting of a Special Permit by the City Council. No dimensional variances or other zoning relief are being requested.

The property is currently improved with an existing single-family dwelling that is in poor condition and has experienced substantial deferred maintenance. The proposed redevelopment will replace the existing deteriorated structure with a new residential building that is consistent with the residential character of the surrounding neighborhood.

The proposed project represents an appropriate use of the property and is consistent with the intent and purpose of the RU District. The project will make efficient use of existing municipal water, sewer, roadway, and utility infrastructure while providing additional housing opportunities within an established residential neighborhood.

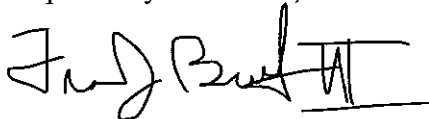
Approval of the Special Permit will not be detrimental to the public good. The proposed use is residential in nature, compatible with surrounding residential properties, and is not expected to create adverse impacts related to traffic, parking, noise, public safety, or neighborhood character. The redevelopment of the property will eliminate a deteriorated structure, improve the appearance of the site, and contribute positively to the neighborhood.

The requested Special Permit will not nullify or substantially derogate from the intent or purpose of the Haverhill Zoning Ordinance. Rather, the proposal is for a use specifically contemplated by the ordinance within the RU District subject to Special Permit approval by the City Council. The project advances the goals of encouraging appropriate residential development, supporting reinvestment in existing neighborhoods, and promoting efficient use of existing public infrastructure.

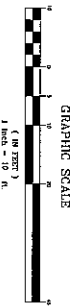
For the foregoing reasons, the Applicant respectfully requests that the City Council grant the requested Special Permit.

Thank you for your consideration of this application. The Applicant respectfully requests approval of the requested Special Permit and looks forward to presenting the project to the City Council.

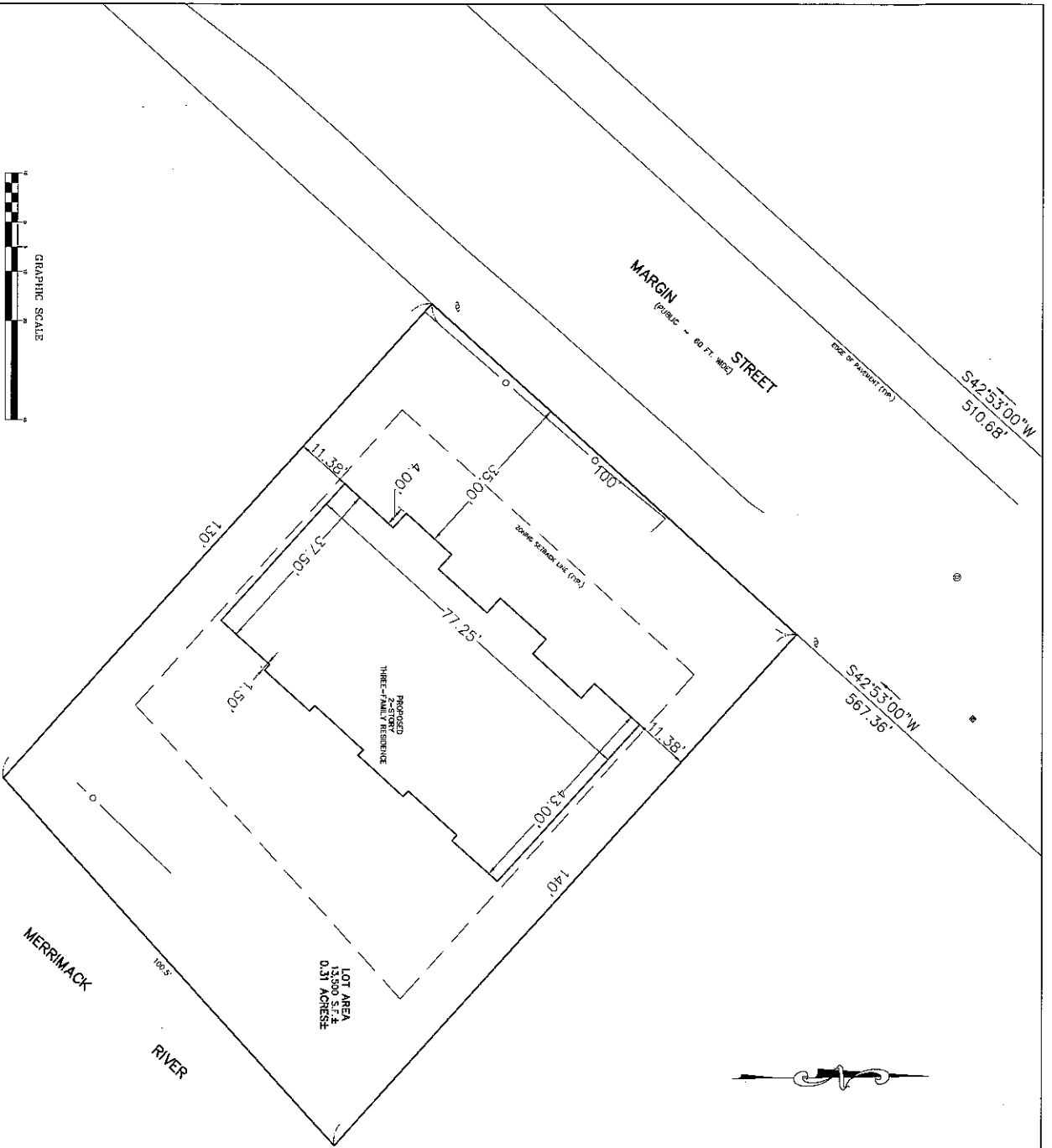
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Francis J. Bevilacqua III", written over a horizontal line.

Francis J. Bevilacqua III
Bevilacqua Builds LLC



SITE PLAN
SCALE 1"=40'



- LEGEND**
- W - WATER MAIN
 - WG - WATER GATE
 - HW - HIGHWAY
 - GC - GAS MAIN
 - GC - GAS GATE
 - SS - SAN SEWER MAIN
 - SS - SAN SEWER MANHOLE
 - SS - STORM SEWER
 - SS - DRAIN MANHOLE
 - SS - CATCH BASIN
 - SS - UTILITY POLE
 - SS - OVERHEAD WIRE
 - SS - CHAIN LINK FENCE
 - SS - STOCKADE FENCE
 - SS - DOUBLE YELLOW LINE
 - SS - PAVED WHITE LINE
 - SS - WET AND FLOOD
 - SS - EXISTING CONDUIT

TABLE OF ZONING DIMENSIONS ZONING DISTRICT NO. (1, 2, 3, 4, 5)			
	PROPOSED	EXISTING	
MIN. LOT AREA (S.F.)	7,500	13,500	
MIN. LOT FRONTAGE (FT.)	100	100	
FRONT SETBACK (FT.)	20	-	
SIDE SETBACK (FT.)	10	-	
REAR SETBACK (FT.)	30	-	
MAX. BLDG. HEIGHT (FT.)	35	< 35	
MAX. STORIES	2.5	-	
MAX. BLDG. COVERAGE (%)	NONE	-	
MIN. FLOOR AREA PATIO	1	-	
MIN. OPEN SPACE (%)	25	-	

OWNER AND AGENT

JOHN W. MARSHALL, JR./JTS
DATE: 3.28.2025
PROJECT:

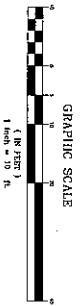
PROPOSED SITE PLAN

ASSESSOR'S ID: 505-240-3
16 MARGIN STREET
HAVERHILL, MASSACHUSETTS

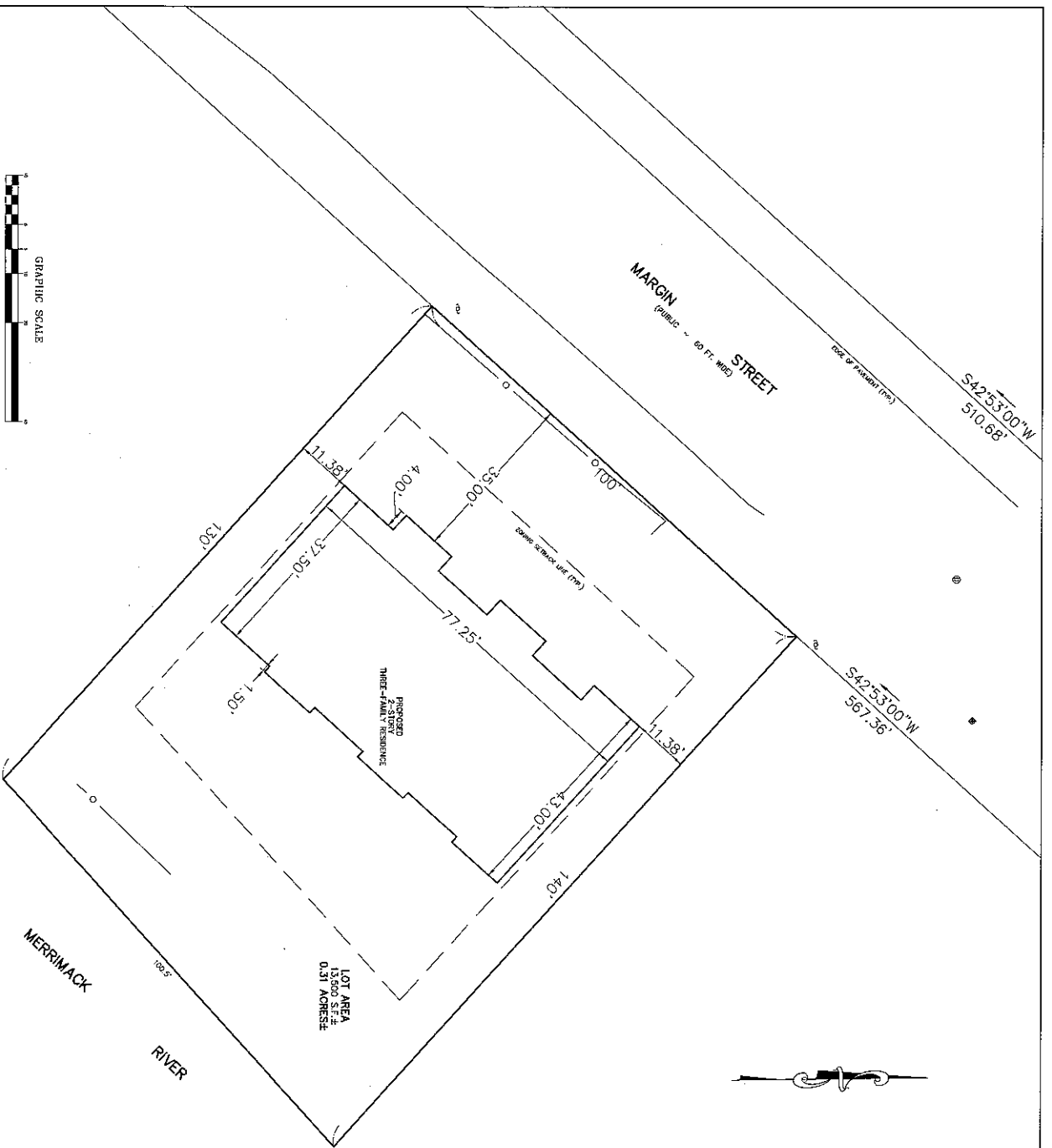
BEVI BUILDERS II, LLC
C/O FRANKS BENTLEY
HAVERHILL, MA 01830

GA CONSULTANTS, INC.
10 STATE STREET, NEWBURYPORT, MA 01950
TEL: 978-502-3197

SHEET 2 OF 2



SITE PLAN
SCALE: 1"=40'



- LEGEND**
- WATER MAIN
 - WATER GATE
 - HYDRANT
 - GAS MAIN
 - GAS GATE
 - SS - SAN, SEWER MAIN
 - SEWER MANHOLE
 - STORM DRAIN
 - DRAIN MANHOLE
 - CATCH BASIN
 - UTILITY POLE
 - OHW - OVERHEAD WIRE
 - CONDUIT FENCE
 - STOCKADE FENCE
 - D/L DOUBLE YELLOW LINE
 - P/L PAINTED WHITE LINE
 - W/L WETLAND FLAG
 - EXISTING CONTIGUOUS

TABLE OF ZONING DIMENSIONS ZONING DISTRICT RU (1, 2, 3-UNIT)			
	MINIMUM	MAXIMUM	REMARKS
MIN. LOT AREA (S.F.)	7,500	13,000	
MIN. LOT FRONTAGE (FT.)	100	180	
FRONT SETBACK (FT.)	20	-	
SIDE SETBACK (FT.)	10	-	
REAR SETBACK (FT.)	30	-	
MAX. BLDG. HEIGHT (FT.)	25	< 35	
MAX. STORIES	2.5	-	
MAX. BLDG. COVERAGE (%)	NONE	-	
MAX. FLOOR AREA RATIO	1	-	
MIN. OPEN SPACE (%)	25	-	

JOHN W. HARGREAVES, PE/PS DATE: 3/28/2025 PROJECT:		PROPOSED SITE PLAN ASSESSOR'S ID: 505-248-3 16 MARGIN STREET HAVERHILL, MASSACHUSETTS	
OWNER AND APPLICANT: BEV BUILDERS II, LLC C/O PASEO STREET HAVERHILL, MA 01830		PROFESSIONAL ENGINEER & LAND SURVEYOR TEL: 978-682-5197	



Haverhill City Council
Special Permit Granting Authority
4 Summer Street
Haverhill, MA 01830

RE: Description of the Project

Honorable Members of the City Council:

DESCRIPTION OF PROJECT

The Applicant proposes to redevelop the property located at 16 Margin Street, Haverhill, Massachusetts, by removing the existing deteriorated single-family dwelling and constructing a new three-family residential dwelling.

The proposed building will contain three residential units and will be served by existing municipal water, sewer, electric, and other utility services. Off-street parking, landscaping, drainage, and site improvements will be provided as to meet or exceed current City of Haverhill regulations.

The project is intended to improve the property, replace an aging and deteriorated structure, and provide additional housing opportunities within the Residential Urban (RU) Zoning District. The proposed use is a three-family residential dwelling, which is permitted in the RU District upon the granting of a Special Permit by the City Council.

The redevelopment will result in a modern, code-compliant residential building with condominium units for sale and that is compatible with the surrounding neighborhood and makes efficient use of existing public infrastructure and services.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Francis J. Bevilacqua III", written over a horizontal line.

Francis J. Bevilacqua III
Bevilacqua Builds LLC



Haverhill City Council
Special Permit Granting Authority
4 Summer Street
Haverhill, MA 01830

RE: Zoning Opinion

Honorable Members of the City Council:

Property Address: 16 Margin Street, Haverhill, Massachusetts

The subject property is located within the Residential Urban (RU) Zoning District under the City of Haverhill Zoning Ordinance.

The Applicant proposes to redevelop the property by removing the existing single-family dwelling and constructing a new three-family residential dwelling.

The proposed use is a three-family residential dwelling. Pursuant to the Haverhill Zoning Ordinance, a three-family dwelling is an allowable use within the RU Zoning District upon the granting of a Special Permit by the Haverhill City Council acting as the Special Permit Granting Authority.

Based upon the plans submitted with this application, the proposed development is intended to comply with all applicable dimensional, parking, and other zoning requirements of the Haverhill Zoning Ordinance. No dimensional variances, frontage variances, setback variances, lot area variances, height variances, parking waivers, or other zoning relief are being requested.

The only zoning relief being sought is a Special Permit from the Haverhill City Council to allow a three-family residential dwelling within the RU Zoning District.

Accordingly, the Applicant respectfully requests approval of the required Special Permit.

Respectfully submitted,

Francis J. Bevilacqua III
Bevilacqua Builds LLC



92-B

Document 92-B

CITY OF HAVERHILL

In Municipal Council October 1 2024

HAVERHILL CITY CLERK SEP 27 2024 AM 8:22

Ordered:

CITY COUNCIL

RULES AND REGULATIONS FOR SPECIAL PERMITS

AMENDMENT AND REPLACEMENT OF RULES AND REGULATIONS FOR WHEN THE CITY COUNCIL SITS AS A SPECIAL PERMIT GRANTING AUTHORITY

BE IT ORDERED by the City Council of the City of Haverhill that following Rules and Regulations amend and replace the Rules and Regulations for Special Permits for instances when the City Council sits as a Special Permit Granting Authority that were accepted by the City Council on September 17, 2024.

**City of Haverhill, MA
CITY COUNCIL
Rules and Regulations for Special Permits**

Section 1: Purpose and Scope

1. **Purpose:** The purpose of these regulations is to establish a consistent process for the application, review, and approval of special permits within the City of Haverhill, ensuring that developments meet community standards and are in harmony with the public interest.
2. **Scope:** These regulations apply to all special permits required under the Zoning Ordinance or any other applicable city ordinance.

Section 2: Definitions

1. **Special Permit:** A discretionary approval granted by the designated permitting authority that allows a specific use or activity on a property, which is not allowed by right under the zoning ordinance but may be permitted under certain conditions.
2. **Special Permit Granting Authority: (CITY COUNCIL):** The board designated by the city's zoning ordinance to issue special permits,

Section 3: Application Process

1. **Pre-Application Conference:** Applicants are encouraged to meet with the SPGA and city planning staff before submitting a formal application to discuss the proposal, review applicable regulations, and identify potential issues.
2. **Application Submission:**
 - Applications must be submitted to the SPGA on forms provided by the city on its website cityofhaverhill.com.

- A complete application includes a narrative description of the proposed use, site plans, traffic studies (if applicable), environmental impact assessments, and any other required documentation as set forth on the application page.
- The application must address, specifically, each of the general Special Permit criteria under section 10.4.2 of the Ordinance as well as the specific special permit criteria of the section for which the permit is being applied (See section 4 below).
- The application must specifically cite to the section of the Ordinance under which the Special Permit is being applied.
- All applications must include the following:
 1. The application must be accompanied by a filing fee, as established by the City Council.
 2. The perimeter dimensions of the lot; Assessor's Map, lot and block numbers
 3. All existing and proposed buildings, structures, building setbacks, parking spaces, driveway openings, distance between buildings, plan view exterior measurements of individual buildings, driveways and service areas and open areas.
 4. Internal roads, sidewalks, and parking areas (width dimensions of paving and indication of number of parking spaces).
 5. All facilities for sewage, refuse, and other waste disposal and for surface water drainage.
 6. All proposed landscaping features, such as fences, walls, planting areas and walks on the lot and tract.
 7. Existing major natural features including streams, wetlands and all trees six inches or larger in caliper (caliper is girth of the tree at approximately waist height).
 8. Zoning, scale and North arrow (minimum scale of one inch equals 100 feet).
 9. Total site area in square footage and acres to area to be set aside as public open space, if appropriate.
 10. Percentage of lot coverage (including the percentage of lot covered by buildings) and percentage of open space, if appropriate.
 11. The proposed residential density in terms of dwelling units per acre and types of proposed commercial uses in terms of respective floor area, and recreation areas, and number of units proposed by type: number of one-bedroom units, two-bedroom unit, etc., if appropriate.
 12. Location sketch map (indicate surrounding streets to properties and any additional abutting lands owned by the applicant).
 13. Developer's (or his representative's) name, address and phone number.
 14. Any other information which include traffic, school, utilities and impact studies deemed necessary the City Council as special permit granting authority (SPGA) in order to adequately evaluate the scope and potential impacts of the proposed project.

- The SPGA retains the right to reject any application which is incomplete.

3. Public Notice:

- Upon receiving a complete application, the SPGA will schedule a public hearing and provide notice to abutters within 300 feet of the property, as well as publish the notice in a local newspaper at least 14 days prior to the hearing.
- The notice must include a brief description of the proposal, the location, and the time and place of the hearing.

Section 4: Review Criteria

The SPGA retains the right to reject as incomplete, any application which does not address the applicable Review Criteria.

General Criteria: General Special Permit Criteria

1. As required by the Special Permit criteria section of the Zoning Ordinance (Section 10.4.2), in order to grant a Special Permit, a Special Permit Granting Authority must make a written determination "that the proposed use or structure(s) shall not cause substantial detriment to the neighborhood or the City, taking into account the characteristics of the site and of the proposal in relation to that site." Under Section 10.4.2, "[i]n addition to any specific factors that may be set forth in th[e] [zoning] chapter, such determination shall include consideration of each of the following:
2. Community needs served by the proposal;
3. Traffic and pedestrian flow and safety, including parking and loading;
4. Adequacy of utilities and other public services;
5. Neighborhood character and social structures;
6. Impacts on the natural environment; and
7. Potential fiscal impact, including impact on City services, tax base, and employment."

Specific Findings Under Zoning Ordinance Section 10.4.2

8. - Community needs served by the proposal
9. *[Describe how community needs are/are not served by the proposed project, identifying specific information or documents which is/are included or missing from the materials submitted by the applicant]*
10. - Traffic and pedestrian flow and safety, including parking and loading
11. *[Describe how traffic and pedestrian flow and safety are/are not accounted for in the proposal, identifying specific information or documents which is/are included or missing from the materials submitted by the applicant, as well as expert reports, peer review, or reports from one or more departments]*
12. - Adequacy of utilities and other public services
13. *[Describe how the proposal provides/fails to provide adequate utilities and public services, identifying specific information or documents which is/are included or missing from the materials submitted by the applicant, as well as expert reports, peer review, or reports from one or more city departments]*
14. - Neighborhood character and social structures
15. *[Describe how the proposal is/is not consonant with neighborhood character and social structures]*
16. - Impacts on the natural environment

17. *[Describe the project's impact on the natural environment]*
18. - Potential fiscal impact, including impact on City services, tax base, and employment
19. *[Describe the project's fiscal impacts]*

Specific Criteria: Specific Findings Under Zoning Ordinance Section 6.3.3

20. *[These standards apply to special permit applications for development review under*
21. *Section 10.1.4 for multifamily, nonresidential or mixed use – omit this section if not applicable]*
22. Zoning Ordinance Section 6.3.4 provides exemptions for the following: (a) emergency responses performed by a private entity or a public agency and fire or burglar alarms; (b) municipal uses and structures, including schools; and (c) parades, fairs, or outdoor entertainment between the hours of 7:00 a.m. and 11:00 p.m. so long as the City Council has granted a permit for not more than 10 days. Here, the proposed use *[is/is not]* exempt for the following reasons:

[If the use is exempt, omit the remaining analysis]

23. The City Council makes the following findings with respect to the standards set forth in Zoning Ordinance Section 6.3.3 regarding lighting, noise, landscaping, stormwater management, site development standards, pedestrian and vehicular access, traffic management, aesthetics, utilities, and the City's general standards:
24. Lighting. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(1)]*
25. Noise. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(2)]*
26. Landscaping. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(3)]*
27. Stormwater Management. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(4)]*
28. Site Development Standards. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(5)]*
29. Pedestrian and Vehicular Access/Traffic Management. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(6)]*
30. Aesthetics. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(7)]*

31. Utilities/Security/Emergency Systems. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(8)]*
32. Other General Standards. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(9)]*

Section 5: Public Hearing and Decision

1. Public Hearing:

- The SPGA will hold a public hearing on the application, allowing the applicant, city officials, and the public to present evidence and testimony.
- The hearing may be continued to future dates as needed to gather additional information or allow for revisions to the proposal.

2. Decision:

- The SPGA must issue a written decision within 90 days of the close of the public hearing.
- The decision shall include findings of fact, conditions of approval (if any), and the rationale for the decision.
- The SPGA may impose conditions to mitigate any potential adverse impacts, ensure compliance with applicable regulations, or require performance bonds or other financial guarantees.

3. Appeals:

- Any party aggrieved by the decision of the SPGA may appeal to the Massachusetts Land Court or Superior Court within 20 days of the decision being filed with the City Clerk.

Section 6: Permit Expiration and Modification

1. Expiration:

- Special permits shall expire two years from the date of issuance unless substantial use or construction has commenced, or an extension is granted by the SPGA.
- Applicants may request an extension in writing, stating the reasons for the delay and the status of the project.

2. Modification:

- Any modification to a project granted a special permit requires review and approval by the SPGA. Minor modifications may be approved administratively, while significant changes require a new public hearing. If the administrative staff is unable to determine if a modification is minor or major, the SPGA retains the authority to so decide.

Section 7: Enforcement

1. Enforcement:

- The City's Building Inspector or other designated enforcement officer shall monitor compliance with the terms and conditions of the special permit.
- Violations may result in fines, orders to cease operations, or other enforcement actions as provided by law.

2. Cease and Desist:

- The SPGA may request the Building Inspector issue a cease and desist in order for the SPGA to determine what actions might be required to enforce the permit including possible ongoing cessation of work or issuance of fines in accordance with the Ordinance, following notice to the permit holder and a public hearing, if the permit holder fails to comply with the conditions of approval or engages in activities not authorized by the permit.

Section 8: Fees

1. Application Fee:

- Fees for special permit applications shall be set by the City Council and may vary based on the complexity and scale of the proposed use.

2. Consultant Fees:

- The SPGA may require the applicant to cover the cost of independent consultants needed to review technical aspects of the application (e.g., traffic, environmental impact) and shall require payment all in accordance with G.L. c. 44 sec 53G.

Section 9: Severability

1. Severability:

- If any section, clause, or provision of these regulations is found to be invalid or unenforceable by a court of law, such decision shall not affect the validity of the remaining portions of these regulations.

Final Notes

These rules and regulations are designed to provide a structured and transparent process for considering special permits in Haverhill, ensuring that all development meets the city's standards and supports the community's well-being.

ROBERT D. HARB
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February 4, 2025

City Council
City of Haverhill
4 Summer Street
Haverhill, MA 01830

Special Permit Application-76 Summer Street, Haverhill, MA
City Council Rules and Regulations for Special Permits Information Required

General Criteria: General Special Permit Criteria

1. As required by the Special Permit criteria section of the Zoning Ordinance (Section 10.4.2), in order to grant a Special Permit, a Special Permit Granting Authority must make a written determination "that the proposed use or structure(s) shall not cause substantial detriment to the neighborhood or the City, taking into account the characteristics of the site and of the proposal in relation to that site." Under Section 10.4.2, "[i]n addition to any specific factors that may be set forth in th[e] [zoning] chapter, such determination shall include consideration of each of the following:
2. Community needs served by the proposal.
3. Traffic and pedestrian flow and safety, including parking and loading.
4. Adequacy of utilities and other public services
5. Neighborhood character and social structures
6. Impacts on the natural environment, and
7. Potential fiscal impact, including impact on City services, tax base, and employment.

Specific Findings Under Zoning Ordinance Section 10.4.2

- 8: Community needs served by the proposal.
- 9: Department of Mental Health has reviewed the need for the expansion project, which is proposing to add (24) beds to an existing (71)-bed facility for a total of 95 beds and has provided provisional approval based on assessed need. See attached letter from DMH. In 2024, Haverhill Pavilion deflected 1,354 geriatric referrals. Our current geriatric unit operated at a 97.1% occupancy rate in 2024.
- 10: Traffic and pedestrian flow and Safety, including parking and loading.
- 11: Careful attention has been given to traffic flow and pedestrian safety in this development plan. As part of the expansion, the design will update the facility to meet the latest ADA standards for parking and include an additional van-accessible handicap parking space. The main parking lot will

remain functional and largely unaffected by the project scope. Similarly, the rear asphalt area, primarily used for ambulance drop-offs and deliveries, will see minimal changes, with the addition of a new ambulance drop-off area incorporated into the expansion. These details are outlined in the provided site plan filed with this Application (see Sheet C5.0)

- 12: Adequacy of utilities and other public services.
- 13: The existing building is already connected to domestic water, fire service, and city sanitary systems, so no major utility extensions are required for this project. Independent sewer, fire, and sanitary connections will be established for the new building, all of which are detailed on the site plan and will be further coordinated with development services. The proposed site plan fully complies with Section 6.3.3(8) concerning utilities, security, and emergency systems, ensuring all new connections meet city standards without the need for special approvals. City Departments have raised no concerns about utility availability at this time, and the parcel's central location within the city provides ample utility access on all three sides. This favorable positioning allows for seamless integration of the expansion into existing infrastructure, minimizing disruptions and ensuring efficient service delivery. The project team will continue to collaborate closely with development services to confirm that all utility connections align with the city's expectations and requirements.
- 14: Neighborhood character and social structures.
- 15: The proposed addition is consonant with neighborhood character and social structures, as it will match the existing facility in materials and massing and represents no substantive change in the use or operation of the existing facility. The new addition will marginally increase the percentage of open space on the site and the replacement of asphalt with grass and landscaping will improve sightlines of existing parking. Unsightly elements such as dumpsters and a trash compactor will be shielded to the interior of the site, and the new emergency generator will be shielded on all sites by a concrete masonry unit enclosure finished with materials to match the existing building exterior. Applicant has met with the neighbors and reviewed this Application with them prior to submission. Property used to contain a 122 bed rehabilitation hospital.
- 16: Impact on natural environment.
- 17: There are no expected impacts to the natural environment as a consequence of this project. The new addition will marginally increase the percentage of open space on the site, and the replacement of asphalt with grass and landscaping will increase permeable areas, allowing for improved natural rainwater infiltration.
- 18: *Potential fiscal impact, including impact on City services, tax base, and employment.*
- 19: *This project will have no impact on city services. It is believed that this project will increase the tax base. No impact on schools.* Haverhill Pavilion will increase its staffing to operate the additional beds. This will create employment opportunities for both clinical and non-clinical staff.

Specific Findings Under Zoning Ordinance Section 6.3.3

- **Lighting:** The proposed lighting for this project will comply with city standard 6.3.3(1). The existing lot lighting will remain largely unchanged, with the addition of wall packs on the new building. These wall packs will be mounted at a maximum height of 15 feet and designed as full-cutoff fixtures to ensure no light is directed outward, minimizing glare and maintaining a focused, compliant lighting environment where required on site.
- **Noise:** The project will comply with city standard 6.3.3(2) as it pertains to noise. Construction will abide by the restrictions set forth in Chapter 182 of the Haverhill Code and 310 CMR 7.10 of the Department of Environmental Protection's regulations. The project's new emergency generator has been placed away from the lot line and has a built-in muffler to mitigate noise. This generator will be shielded on all sites by a concrete masonry unit enclosure to further mitigate noise. An existing

dumpster located on the periphery of the site will be moved to a courtyard shielded on three sides by building, which will reduce noise at times of refuse collection.

- **Landscaping: 6.3.3 (3) Screening and buffer area in I or C Districts.** A screening and buffer area shall be required in any I or C District which adjoins or abuts an R or S District at the side or rear of the property. This screening must consist of any one of, or some combination of, the following:
(1) A solid fence or wall not less than six feet in height. A fence presently exists along the west side of the building. Additional screening was provided in the northeast corner based on request from neighboring property owners at a neighborhood review meeting.
- **Stormwater Management:** The proposed stormwater plan will comply with city standard 6.3.3(4), as detailed in the provided site plan. The design ensures that post-construction peak flow rates will match pre-construction conditions, supported by preliminary calculation tables. Additionally, the replacement of asphalt with grass and landscaping will increase permeable areas, allowing for improved natural rainwater infiltration. The existing on-site storm line will be expanded to accommodate the new building while maintaining its current outfall to the city sewer beneath Sumer Street. All necessary Erosion Prevention and Sediment Control (EPSC) measures will be implemented during construction to minimize sediment displacement, protect nearby waterways, and maintain compliance with city regulations.
- **Site development Standards:** The proposed development plan complies with all site development standards outlined in Section 6.3.3(5). The area of disturbance has been carefully minimized to accommodate the building addition, ensuring the new footprint aligns seamlessly with the existing hospital facility. This thoughtful approach preserves the functionality of the site while reducing disturbance and maintaining accessibility for patients, staff, and visitors. Furthermore, new landscaping will be introduced to enhance the hospital grounds that also support improved stormwater management, soil stability, and sustainability, while adhering to city standards for healthcare facilities.
- **Pedestrian and Vehicular Access/Traffic Management:** As stated careful attention has been given to traffic flow and pedestrian safety in this development plan ensuring adherence to Section 6.3.3(6). The facility has operated in this capacity for an extended period without any reported issues related to traffic management or vehicular access. Pedestrian traffic and parking will continue to be located at the front, while ambulances and deliveries will be directed to the rear, maintaining separation of these traffic elements. The site currently has an excess of approximately 100 parking spaces, so the removal of the upper parking lot will not impact on the availability of parking for staff and patients, remaining within code requirements. Detailed parking requirements are outlined in the "Site Data Table" on sheet C0.0. Haverhill Pavilion plans on hiring an estimated (30) new staff members to facilitate the operations of the new unit. This increase in staff numbers does not trigger the need of a traffic study. Parking lot is within code for the proposed bed increase.
- **Aesthetics:** The proposed design of the building addition complies with the neighborhood compatibility requirement outlined in Section 6.3.3(7). The building addition will closely match the front façade of the existing facility in materials and massing, and will shield older and less-harmonious elements of the facility.
- **Utilities/Security/Emergency Systems:** The existing building is already connected to domestic water, fire service, and city sanitary systems, so no major utility extensions are required for this project. Independent sewer, fire, and sanitary connections will be established for the new building, all of which are detailed on the site plan and will be further coordinated with development services. The

proposed site plan fully complies with Section 6.3.3(8) concerning utilities, security, and emergency systems, ensuring all new connections meet city standards without the need for special approvals. City development services have raised no concerns about utility availability at this time, and the parcel's central location within the city provides ample utility access on all three sides. This favorable positioning allows for seamless integration of the expansion into existing infrastructure, minimizing disruptions and ensuring efficient service delivery. The project team will continue to collaborate closely with development services to confirm that all utility connections align with the city's expectations and requirements.

- Other General Standards: The proposed expansion will cause no substantive change in the current facility's compliance with Section 6.3.3(9). The expansion will not be conducted in a manner as to emit any dangerous, noxious, injurious or otherwise objectionable fire, explosion, radioactive or other hazard; noise or vibration, smoke, dust, odor or other form of environmental pollution; electrical or other disturbance; glare; liquid or solid, refuse or wastes; conditions conducive to the breeding of insects, rodents or other substance, conditions or element in an amount as to affect adversely the surrounding environment. All operations shall be conducted in such a manner so as to comply with the laws of the Commonwealth of Massachusetts regulating air pollution.

Based upon all of the above as well as all the plans and other documents filed with this Application, Applicant believes this Petition meets all the following requirements under Chapter 255 Section 10.4.2 for a Special Permit:

- A. The proposed addition will not cause substantial detriment to the neighborhood or the City taking into account the characteristics of the site (its size, location, and existing structure) and the proposal in regard to this site. The Lot currently exists. The Site has an existing structure/use, and the additional will not be detrimental to the neighborhood. No objections to this project were received during Pre-development Review.
- B. Community needs for additional psychiatric beds is served by this proposal. The increased beds have already been approved by the Department of Mental Health. See the letter attached.
- C. Traffic and pedestrian flow and safety have been addressed and required parking for a 95 bed facility is being provided. See Site Plan filed with this Application.
- D. Adequate utilities and other public services are all supplied for this project. Property is on city water and sewer.
- E. The neighborhood character and structures have been addressed in the architectural designs of this project. The addition fits this lot and will fit in the neighborhood.
- F. There will be no impact to natural environment.
- G. The project will increase the city's tax base, supplies greatly needed psychiatric beds, and has no adverse impact on City services or City Schools.

Wherefore, the Petitioner would request that the Council approve this Special Permit.

Respectfully submitted.



Robert D. Harb
Attorney For Applicant



The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Mental Health

25 Staniford Street

Boston, Massachusetts 02114-2575

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

KATHLEEN E. WALSH
Secretary

BROOKE DOYLE
Commissioner

(617) 626-8000
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March 4, 2024

Felicia Risick
Division President Acadia
Haverhill Pavilion
76 Summer Street
Haverhill, MA 01830

Ms. Risick:

The Department of Mental Health (DMH) has reviewed and is providing provisional approval for a twenty-four (24) bed expansion to the current Haverhill Pavilion Behavioral Health located at 76 Summer Street, Haverhill.

The proposed expansion is to construct a new twenty-four (24) bed geriatric unit. The current twenty-one (21) geriatric unit will be converted to an adult unit once the newly constructed twenty-four (24) bed geriatric unit is completed and opened. Upon completion of the proposed twenty-four (24) bed geriatric unit, Haverhill Pavilion Behavioral Health will have a total of ninety-five (95) beds. Seventy-one (71) general adult beds and twenty-four (24) geriatric beds.

Please feel free to share this with interested parties and do not hesitate to email or call if you have questions on this or related matters.

Please ensure that there is ongoing communication with DMH on the progress of your construction project and any changes that may need to be made to the conceptual design drawing that was submitted and discussed with the Licensing team on February 22, 2024.

Once the expansion project is completed it will be necessary for Haverhill Pavilion to submit an application for licensing of the new twenty-four (24) geriatric beds.

Sincerely,

Martha M. Ryan, JD, MSN, RN

Assistant Commissioner for Clinical and Professional Service/ Director of Licensing

cc: Jeff Lenar, Chief Executive Officer, Haverhill Pavilion Behavioral Health

Bevilacqua Builds

Francis J Bevilacqua III
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Haverhill, Massachusetts
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June 24, 2026

City Council
City of Haverhill
4 Summer Street
Haverhill, MA 01830

Special Permit Application – 16 Margin Street, Haverhill, MA City Council Rules and Regulations for Special Permits Information Required

Dear Members of the City Council:

The Applicant, Francis Bevilacqua of Bevi Builds II LLC, hereby submits this narrative in support of a Petition for a Special Permit pursuant to Chapter 255 (Zoning Ordinance), Section 10.4.2 of the City of Haverhill Zoning Ordinance, for the construction of a new three-unit, side-by-side condominium triplex at 16 Margin Street, Haverhill, Massachusetts (Assessor's Parcel 505-248-3). The subject parcel is located within the Residential Urban (RU) Zoning District. A three-family dwelling in the RU District requires a Special Permit from the City Council sitting as the Special Permit Granting Authority (SPGA). The following responses address the General Special Permit Criteria set forth in Section 10.4.2 and the Site Development Standards set forth in Section 6.3.3.

General Criteria: General Special Permit Criteria

1. Describe the proposed project in detail, including all proposed uses, activities, buildings, and structures.

The Applicant proposes to construct a new three-unit, side-by-side condominium triplex on the currently vacant parcel at 16 Margin Street, Haverhill, Massachusetts (Parcel 505-248-3). The parcel contains approximately 14,375 square feet (0.33 acres) and fronts on Margin Street, with the rear of the lot facing the Merrimack River. The proposed building will measure 78 feet wide by 40 feet deep, yielding a total building footprint of 3,120 square feet and a lot coverage of 21.7 percent, well within the maximum 30 percent permitted in the RU District. Each of the three attached residential units will be 26 feet wide and will consist of a ground floor measuring 26

feet by 40 feet and a second floor measuring 26 feet by 28 feet, for a gross floor area of approximately 1,768 square feet and a net livable area of approximately 1,568 square feet per unit. Each unit will contain three bedrooms, two and one-half bathrooms, a single-car attached garage with a nine-foot door, and a rear sliding glass door opening to a private patio. The three units will be organized under a condominium form of ownership, promoting individual homeownership within a market-rate residential development. No commercial uses are proposed; the project is entirely residential in character.

2. Describe the site and its surroundings, including the size and shape of the lot, existing uses on the site, adjacent uses, and zoning.

The subject parcel at 16 Margin Street is a vacant, undeveloped lot containing approximately 14,375 square feet (0.33 acres) situated within the Residential Urban (RU) Zoning District of the City of Haverhill. The lot runs diagonally to Margin Street, with street frontage along the northerly side and the rear of the lot facing the Merrimack River. The parcel is currently free of structures, impervious surfaces, and active uses. The surrounding neighborhood is predominantly residential, consistent with the RU designation, and includes single-family and multi-family dwellings that reflect the established urban residential character of this section of Haverhill. The proximity of the rear lot line to the Merrimack River adds scenic value to the site and is a notable amenity for prospective residents. A registered survey will confirm the precise location of the rear lot line relative to any applicable wetlands boundary or riverfront setback, and the project will be designed in full compliance with all such requirements. City water and sewer infrastructure are available in Margin Street.

3. Describe the proposed access, parking, and circulation, including the number and location of parking spaces, the width of driveways, and the proposed circulation pattern.

Vehicular access to the project will be provided via a shared driveway from Margin Street serving the three attached garage units. Each residential unit will be provided with a single-car attached garage having a nine-foot-wide door, satisfying the minimum parking requirement of one space per dwelling unit (three spaces total). The shared driveway will be designed to provide safe ingress and egress from Margin Street with adequate sight distances in conformance with applicable standards. Additional on-street parking is available along Margin Street to accommodate guest vehicles. The applicant will work with the City's engineering staff to ensure that the driveway configuration and apron comply with all applicable street opening and curb cut requirements.

4. Describe the proposed utilities, including water supply, sewage disposal, storm drainage, and other utilities.

The proposed project will connect to existing municipal water and sewer infrastructure available in Margin Street. Water service will be provided through a new connection to the City water main, and sanitary sewer flows will be directed to the City sewer system via a new lateral, all in conformance with the requirements of the Haverhill Department of Public Works. No on-site septic system is proposed or required. Stormwater from the building roofs and impervious surfaces will be managed through a site-specific stormwater management system designed in accordance with the Massachusetts Stormwater Management Standards. The Applicant acknowledges the proximity of the Merrimack River and is committed to ensuring that post-development stormwater runoff rates do not exceed pre-development conditions and that best management practices are employed to protect water quality. Final utility plans will be prepared by a licensed professional engineer.

5. Describe the proposed landscaping, screening, and buffering, including the location, type, and size of proposed plantings.

The Applicant proposes a landscaping plan that complements the residential character of the neighborhood and reinforces the visual relationship between the building and Margin Street. Foundation plantings will be provided along the front facade, and each unit's private rear patio area will be defined with lawn and planting beds appropriate for residential enjoyment of the Merrimack River setting. Side yard areas will be planted with a combination of shrubs and ornamental trees to provide visual separation from adjoining properties. Street trees will be planted within the front yard area in conformance with the City's street tree requirements. All plantings will consist of species appropriate to the New England climate and the soil and moisture conditions present near the Merrimack River. The final landscaping plan will be submitted as part of the application package.

6. Describe the proposed signage, including the location, size, type, and illumination of all signs.

No commercial signage is proposed in connection with this project. The development is entirely residential in nature, and no externally illuminated signage, freestanding signs, or wall signs are planned. Modest address numerals identifying each individual condominium unit will be provided in conformance with applicable addressing standards and emergency access requirements. Any signage installed on the property will comply with the dimensional and illumination requirements of the Haverhill Sign Ordinance.

7. Describe any other features of the proposed project that may be relevant to the Council's review.

The proposed project represents a significant investment in the City of Haverhill by a local developer committed to creating quality owner-occupied housing in an established residential

neighborhood. The subject parcel is currently vacant and generates minimal tax revenue for the City. The development of three market-rate condominium units will substantially increase the assessed value of the parcel and produce meaningful new tax revenue for the City. The condominium ownership structure promotes homeownership and long-term residential stability in the neighborhood. The rear-facing orientation of the private patios takes advantage of the scenic Merrimack River setting as a project amenity while encouraging sensitive development at the riverfront.

Specific Findings Under Zoning Ordinance Section 10.4.2

8. Community needs served by the proposal.

9. The City of Haverhill faces an ongoing need for quality owner-occupied housing in its established residential neighborhoods. The proposed three-unit condominium triplex directly addresses this need by creating three new for-sale residential units on a currently vacant urban infill parcel that is already served by municipal utilities. The project furthers the City's housing production goals and provides prospective homebuyers with a high-quality economical market-rate option in a desirable Merrimack River-adjacent neighborhood.

10. Traffic and pedestrian flow and safety, including parking and loading.

11. Three market-rate residential condominium units are expected to generate a very limited number of daily vehicle trips consistent with standard residential trip generation rates — approximately 29 daily vehicle trips and 3 peak-hour trips — a volume easily absorbed by the existing capacity of Margin Street without any measurable impact on traffic operations. Each unit is provided with a single-car attached garage, ensuring that all required off-street parking is provided on-site. The shared driveway has been designed to accommodate safe ingress and egress, and pedestrian walkways will connect each unit's front entry to the public sidewalk on Margin Street.

12. Adequacy of utilities and other public services.

13. Municipal water and sewer service are available in Margin Street, and the proposed project will connect to these existing systems. No extension of new utility infrastructure beyond the property line is required. Each unit will be independently metered for water and electricity. The City's fire and emergency services will have full access to all three units via the individual driveways and the front of each unit. City solid waste collection services are available on Margin Street. No special utility demands are anticipated beyond those expected for a standard three-unit residential building.

14. Neighborhood character and social structures.

15. The proposed three-unit condominium triplex is fully compatible with the residential character of the Margin Street neighborhood. The side-by-side unit configuration presents a residential street facade that complements the scale and massing of existing multi-family and single-family structures in the surrounding neighborhood. The condominium ownership structure ensures that residents have a long-term personal stake in the maintenance and upkeep of their units, promoting neighborhood stability. There will be no commercial activity, outdoor lighting nuisance, or noise generation inconsistent with a residential neighborhood.

16. Impacts on the natural environment.

17. The Applicant acknowledges that the rear of the subject parcel faces the Merrimack River and that wetlands, riverfront, and floodplain setback requirements may apply to that portion of the lot. A wetlands delineation survey and review under the Massachusetts Wetlands Protection Act will be conducted prior to construction, and the project will be designed in full compliance with all applicable resource area setbacks and performance standards. The proposed building footprint has been located on the front portion of the lot, maximizing separation from the riverfront area. Stormwater management will be designed to protect the Merrimack River from any increase in pollutant loading attributable to the project.

18. Potential fiscal impact, including impact on City services, tax base, and employment.

19. The proposed project will have a strongly positive fiscal impact on the City of Haverhill. The subject parcel is currently vacant and produces minimal property tax revenue. The construction of three market-rate condominium units will substantially increase the assessed value of the parcel and generate meaningful new property tax revenue on an ongoing basis. The project will also support local employment in the construction trades during the construction period, consistent with the Applicant's commitment to employing local subcontractors. No adverse impact on City services — schools, public safety, or public works — is anticipated beyond the minimal incremental demands of three additional residential units.

Specific Findings Under Zoning Ordinance Section 6.3.3

Site Development Standards for Multifamily Residential Review

Lighting:

Exterior lighting for the proposed development will be limited to what is necessary for residential safety and security. Fixture-mounted downward-directed LED luminaires will be installed at each

unit's front entry, garage door, and rear patio to provide safe nighttime illumination without spillover onto neighboring properties or toward the Merrimack River. All exterior lighting will be shielded and directed downward in conformance with the full-cutoff standard, and no fixture will produce glare visible from adjacent residential properties or from the river. The lighting plan will meet the minimum illumination levels required for safety while avoiding any light pollution inconsistent with the residential character of the neighborhood.

Noise:

The project will comply with city standard 6.3.3(2) as it pertains to noise. The proposed residential use will not generate noise beyond what is normal and expected for a residential condominium development. All mechanical equipment, including heating, cooling, and ventilation systems, will be selected and positioned to minimize exterior noise, and equipment will comply with applicable noise standards. No outdoor amplified sound, commercial activity, or other noise-generating use is associated with the proposed project. Construction activities will be limited to the hours permitted by the City of Haverhill noise ordinance, and the Applicant will take all reasonable measures to minimize construction-period noise impacts.

Landscaping:

The landscaping plan will be designed to enhance the residential character of the site and to provide appropriate screening, buffering, and amenity plantings consistent with the requirements of Section 6.3.3. Foundation plantings will soften the transition between the building and the front lawn area. The rear yard areas adjacent to each unit's private patio will be graded with fencing installed or low-maintenance shrubs suited to the riverside setting for privacy. All plant species selected will be native or non-invasive and appropriate for the climate and moisture conditions of a Merrimack River-adjacent site.

Stormwater Management:

The project will include a stormwater management system designed in full conformance with the Massachusetts Stormwater Management Standards and the City of Haverhill's applicable stormwater requirements. The system will incorporate best management practices (BMPs) for water quality treatment prior to any discharge. Given the proximity of the site to the Merrimack River, the Applicant is particularly attentive to water quality protection and will ensure that the post-development stormwater system provides no net increase in pollutant loading to the Merrimack River over pre-development conditions. Final stormwater management plans, including drainage calculations, will be prepared by a licensed professional engineer.

Site Development Standards:

The proposed project has been designed to comply with all applicable site development standards of the Haverhill Zoning Ordinance. The building setbacks — 20 feet from the front lot

line on Margin Street, 10 feet from each outer side lot line, and a minimum 30 feet from the rear lot line — will be confirmed by a registered land surveyor and reflected on the final site plan. The building height will not exceed 35 feet or 3.5 stories as required by the RU District. The lot coverage of 21.7 percent (3,120 square feet of building footprint on 14,375 square feet of lot area) is well within the 30 percent maximum. Impervious surfaces other than the building footprint and driveway will be minimized to preserve the site's landscaped character.

Pedestrian and Vehicular Access / Traffic Management:

The project has been designed to provide safe and efficient vehicular and pedestrian access from Margin Street. Three separate driveways will serve the three attached garages. Pedestrian walkways will connect each unit's front entry to each driveway on Margin Street. The project generates minimal traffic and will not measurably affect the operating level of service on Margin Street.

Aesthetics:

The proposed building has been designed to be visually compatible with the established residential character of the Margin Street neighborhood. The side-by-side condominium configuration breaks the 78-foot building width into three distinct 26-foot bays, each with its own entry, garage door, and window pattern, creating a facade articulation that reads as a row of individual residences rather than a single institutional building. Exterior materials will be selected to complement the residential aesthetic of the neighborhood and will be durable and low-maintenance. The rear elevation, visible from the Merrimack River, will be designed with equal care and will feature the sliding glass doors opening to the private patios as a prominent design element.

Utilities / Security / Emergency Systems:

All utilities serving the proposed development will be installed underground in conformance with the requirements of the applicable utility providers. Each unit will be independently metered for water and electricity, consistent with condominium ownership standards. The building will be constructed in full compliance with the Massachusetts State Building Code, including all required fire protection, egress, and emergency access provisions. The shared driveway will be designed to provide access for emergency vehicles, including fire apparatus, to all three units.

Other General Standards:

The proposed project will comply with all general standards applicable to multi-family residential development in the City of Haverhill, including the requirements of the Massachusetts State Building Code, the Massachusetts Plumbing and Electrical Codes, the Massachusetts Accessibility Code, and all applicable City of Haverhill ordinances. The Applicant will obtain all required local and state permits prior to commencement of construction, including any Order of Conditions

required under the Massachusetts Wetlands Protection Act. The Applicant will cooperate with all required inspections and will ensure that the completed project fully conforms to the plans and conditions approved by the SPGA.

Conclusions

Based upon all of the above as well as all the plans and other documents filed with this Application, Applicant believes this Petition meets all the following requirements under Chapter 255 Section 10.4.2 for a Special Permit:

- A. The specific site is an appropriate location for the proposed use, type and intensity of development. The subject parcel is a vacant urban infill site in the Residential Urban District, appropriately sized and located for a three-unit condominium triplex that meets all dimensional requirements of the RU District.
- B. The proposed use as developed will not adversely affect the neighborhood. The proposed three-unit residential condominium is compatible in use, scale, and character with the surrounding Residential Urban neighborhood, and the condominium ownership structure promotes long-term owner investment in the property.
- C. There will be no nuisance or serious hazard to vehicles or pedestrians. The project provides three off-street garage parking spaces, safe driveway access to Margin Street, and pedestrian walkways to each unit, and generates minimal residential traffic volumes.
- D. Adequate and appropriate facilities will be provided for the proper operation of the proposed use. Municipal water, municipal sewer, stormwater management, and all other required utilities and facilities will be provided in conformance with applicable codes and agency requirements.
- E. The proposed use is in harmony with the general purpose and intent of the Zoning Ordinance. A three-family dwelling is a use contemplated by the RU District upon grant of a Special Permit, and this project complies with all dimensional standards of the district and advances the City's housing and planning objectives.
- F. The proposed use complies with all applicable site development standards set forth in Section 6.3.3, including standards for lighting, noise, landscaping, stormwater management, pedestrian and vehicular access, aesthetics, and utilities.
- G. The proposed use is consistent with the City of Haverhill Comprehensive Plan and furthers the City's goals for quality owner-occupied housing, urban infill development, and responsible stewardship of the Merrimack River corridor.

Wherefore, the Petitioner would request that the Council approve this Special Permit.

Respectfully submitted,

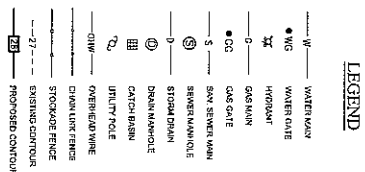
A handwritten signature in black ink, appearing to read 'F. Bevilacqua III', written in a cursive style.

Francis J Bevilacqua III

Bevi Builds II LLC

Haverhill, Massachusetts

francis@bevibuilds.com



	REQUIRED	MIN. EXISTING	REPERCED
MIN. LOT AREA (SQ. FT.)	7,500	13,500	13,500
MIN. LOT FRONTAGE (FT.)	100	100	100
MIN. LOT DEPTH (FT.)	20	4.53	30
MIN. SETBACK (FT.)	10	10.0	11.33/11.33
MIN. SIDE YARD SETBACK (FT.)	10	5.0	5.0
MIN. REAR YARD SETBACK (FT.)	30	73.61	64.2
MAX. R.O.D. HEIGHT (FT.)	35	< 35	< 35
MAX. STORIES	2.5	1	2
MAX. R.O.D. COVERAGE (%)	NONE	13	23
MAX. FLOOR AREA RATIO	1	—	0.5
MIN. OPEN SPACE (%)	25	67	74

NEIGHBORHOOD PLAN
N.T.S.

SITE PLAN
SCALE: 1"=10'

MERRIMACK
RIVER



7-9-76

JOHN W. MARGREAVES, PE/PUS
DATE: 7.5.2026

PROPOSED SITE PLAN

ASSESSOR'S ID: 505-248-3
16 MARGIN STREET
HAVERHILL, MASSACHUSETTS

GA CONSULTANTS, INC.
10 STATE STREET, NEWBURYPOR, MA 01930
PROFESSIONAL ENGINEERS
& LAND SURVEYORS
TEL. 978-502-5197



Haverhill

City Clerk's Office, Room 118
Phone: 978-374-2312 Fax: 978-373-8490
cityclerk@haverhillma.gov

July 20, 2026

PUBLIC HEARING

City Council Chambers, City Hall, Room 202, 4 Summer st

Notice is hereby given that a hearing will be held for all parties interested, in a hybrid meeting (in person/virtual), on Tuesday August 11, 2026 at 7:00 PM on a request from Francis Bevilacqua of Bevi Builds II, (CCSP-26-5) for approval to replace existing single-family dwelling and construct a three-family residential dwelling at 16 Margin St in the Residential Urban (RU) zoning district.

(Residents who are interested in commenting on this item can either (1) Attend in person (Council Chambers, Room 202) or (2) Attend remotely using the link provided on the public meeting calendar on the City's website.)

Description of area, maps and plans are on file in the City Clerk's Office.

Advertise: July 23 and July 30, 2026
Haverhill Gazette

Kaitlin M. Wright Esposito, CMC
City Clerk

	A	B	C	D	E	F	G	H	I	J	K
1	ParcelID	StreetNum	AltStreetNum	StreetName	LocCity	CondoUnit	Owner1	BillingAddress	City	State	Zip
2	503-227-5	312		RIVER ST	HAVERHILL		324 RIVER STREET REALTY, LLC	312 RIVER ST	HAVERHILL	MA	01832
3	504-241-6-1	337		RIVER ST	HAVERHILL	1	337 RIVER STREET TRUST	P.O. BOX 417	HAVERHILL	MA	01831
4	504-241-6-2	337		RIVER ST	HAVERHILL	2	337 RIVER STREET TRUST	P.O. BOX 417	HAVERHILL	MA	01831
5	504-241-6-3	337		RIVER ST	HAVERHILL	3	337 RIVER STREET TRUST	P.O. BOX 417	HAVERHILL	MA	01831
6	504-241-7	357		RIVER ST	HAVERHILL		JKI HOWARTH REALTY LLC	38 ORIOLE RD	WINDHAM	NH	03087
7	505-247-1	324		RIVER ST	HAVERHILL		THREE TWO FOUR RIVER TRUST	600 RIVER ST	HAVERHILL	MA	01832
8	505-247-10	5	7	BEACH ST	HAVERHILL		MOYA SANTIAGO	5 BEACH ST #2	HAVERHILL	MA	01832
9	505-247-10A	9	11	BEACH ST	HAVERHILL		RODRIGUEZ YNGRIS	9 11 BEACH ST	HAVERHILL	MA	01832
10	505-247-14	374		RIVER ST	HAVERHILL		SHRESTHA JITENDRA	374 RIVER ST	HAVERHILL	MA	01832
11	505-247-14A	378		RIVER ST	HAVERHILL		TORTORA REAL ESTATE LLC	39 LONGWOOD AV	NORTH ANDOVER	MA	01845
12	505-247-14B	31		BEACH ST	HAVERHILL		JIMENEZ CIPRIANO	31 BEACH ST	HAVERHILL	MA	01832
13	505-247-15	368		RIVER ST	HAVERHILL		RD WAB SPV LLC	256 15TH WEST 38TH ST	NEW YORK	NY	10018
14	505-247-16	364		RIVER ST	HAVERHILL		MERINO DANIEL G-ETUX	364 RIVER ST	HAVERHILL	MA	01832
15	505-247-18	354		RIVER ST	HAVERHILL		NANCY J SPAULDING LIVING TRUST	354 RIVER ST	HAVERHILL	MA	01832
16	505-247-3	344		RIVER ST	HAVERHILL		KAZUNGUZENI SITHEMBISO	42 STERLING LANE	HAVERHILL	MA	01832
17	505-247-4	348		RIVER ST	HAVERHILL		ZIMINSKI JOHN A ETUX	1163 WEST LOWELL AVE	HAVERHILL	MA	01832
18	505-247-6-25	25		MARGIN ST	HAVERHILL		ZAKARIAN ROY	25 MARGIN ST	HAVERHILL	MA	01832
19	505-247-6-27	27		MARGIN ST	HAVERHILL		CRESPO LUCY	41 ASHLAND ST	HAVERHILL	MA	01830
20	505-247-9	33		MARGIN ST	HAVERHILL		MASYS KEVIN J	33 MARGIN ST	HAVERHILL	MA	01832
21	505-248-3	16		MARGIN ST	HAVERHILL		BEVI BUILDS II LLC	143 ESSEX ST, Unit 217	HAVERHILL	MA	01830
22	505-248-4	24		MARGIN ST	HAVERHILL		DODIER VIRGINIA L-ETUX	24 MARGIN ST	HAVERHILL	MA	01832
23	505-248-5	34		MARGIN ST	HAVERHILL		GALDAMEZ JOSE D ACEVEDO	34 MARGIN ST	HAVERHILL	MA	01832
24	505-248-5A	30		MARGIN ST	HAVERHILL		USSEL MAN JOSEPH W ETUX	30 MARGIN ST	HAVERHILL	MA	01832
25	505-248-6	38		MARGIN ST	HAVERHILL		THE SONIA AND EDDIE N GONZALEZ LIVING TRUST	38 MARGIN ST	HAVERHILL	MA	01832

503-227-5
324 RIVER STREET REALTY, LLC
312 RIVER ST
HAVERHILL, MA 01832

504-241-6-3
337 RIVER STREET TRUST
P.O. BOX 417
HAVERHILL, MA 01831

505-247-10
MOYA SANTIAGO
5 BEACH ST #2
HAVERHILL, MA 01832

505-247-14A
TORTORA REAL ESTATE LLC
39 LONGWOOD AV
NORTH ANDOVER, MA 01845

505-247-16
MERINO DANIEL G-ETUX
364 RIVER ST
HAVERHILL, MA 01832

505-247-4
ZIMINSKI JOHN A ETUX
1163 WEST LOWELL AVE
HAVERHILL, MA 01832

505-247-9
MASYS KEVIN J
33 MARGIN ST
HAVERHILL, MA 01832

505-248-5
GALDAMEZ JOSE D ACEVEDO
34 MARGIN ST
HAVERHILL, MA 01832

504-241-6-1
337 RIVER STREET TRUST
P.O. BOX 417
HAVERHILL, MA 01831

504-241-7
JKJ HOWARTH REALTY LLC
38 ORIOLE RD
WINDHAM, NH 03087

505-247-10A
RODRIGUEZ YNGRIS
9 11 BEACH ST
HAVERHILL, MA 01832

505-247-14B
JIMENEZ CIPRIANO
31 BEACH ST
HAVERHILL, MA 01832

505-247-18
NANCY J SPAULDING LIVING TRUST
354 RIVER ST
HAVERHILL, MA 01832

505-247-6-25
ZAKARIAN ROY
25 MARGIN ST
HAVERHILL, MA 01832

505-248-3
BEVI BUILDS II LLC
143 ESSEX ST, Unit 217
HAVERHILL, MA 01830

505-248-5A
USSELMAN JOSEPH W ETUX
30 MARGIN ST
HAVERHILL, MA 01832

504-241-6-2
337 RIVER STREET TRUST
P.O. BOX 417
HAVERHILL, MA 01831

505-247-1
THREE TWO FOUR RIVER TRUST
600 RIVER ST
HAVERHILL, MA 01832

505-247-14
SHRESTHA JITENDRA
374 RIVER ST
HAVERHILL, MA 01832

505-247-15
RD WAB SPV LLC
256 15TH WEST 38TH ST
NEW YORK, NY 10018

505-247-3
KAZUNGUZENI SITHEMBISO
42 STERLING LANE
HAVERHILL, MA 01832

505-247-6-27
CRESPO LUCY
41 ASHLAND ST
HAVERHILL, MA 01830

505-248-4
DODIER VIRGINIA L-ETUX
24 MARGIN ST
HAVERHILL, MA 01832

505-248-6
THE SONIA AND EDDIE N GONZALEZ LIVING TRUST
38 MARGIN ST
HAVERHILL, MA 01832

neighborhood. The subject parcel is currently an abandoned vacant home in severe disrepair and generates minimal tax revenue for the City. The development of three market-rate condominium units will substantially increase the assessed value of the parcel and produce meaningful new tax revenue for the City. The condominium ownership structure promotes homeownership and long-term residential stability in the neighborhood. The rear-facing orientation of the private patios takes advantage of the scenic Merrimack River setting as a project amenity while encouraging sensitive development at the riverfront.

Specific Findings Under Zoning Ordinance Section 10.4.2

8. Community needs served by the proposal.

9. The City of Haverhill faces an ongoing need for quality owner-occupied housing in its established residential neighborhoods. The proposed three-unit condominium triplex directly addresses this need by creating three new for-sale residential units on a currently vacant urban infill parcel that is already served by municipal utilities. The project furthers the City's housing production goals and provides prospective homebuyers with a high-quality economical market-rate option in a desirable Merrimack River-adjacent neighborhood.

10. Traffic and pedestrian flow and safety, including parking and loading.

11. Three market-rate residential condominium units are expected to generate a very limited number of daily vehicle trips consistent with standard residential trip generation rates — approximately 29 daily vehicle trips and 3 peak-hour trips — a volume easily absorbed by the existing capacity of Margin Street without any measurable impact on traffic operations. Each unit is provided with a single-car attached garage, ensuring that all required off-street parking is provided on-site. The individual driveways have been designed to accommodate safe ingress and egress, and pedestrian walkways will connect each unit's front entry to the public sidewalk on Margin Street.

12. Adequacy of utilities and other public services.

13. Municipal water and sewer service are available in Margin Street, and the proposed project will connect to these existing systems. No extension of new utility infrastructure beyond the property line is required. Each unit will be independently metered for water and electricity. The City's fire and emergency services will have full access to all three units via the individual driveways and the front of each unit. City solid waste collection services are available on Margin Street. No special utility demands are anticipated beyond those expected for a standard three-unit residential building.

14. Neighborhood character and social structures.

15. The proposed three-unit condominium triplex is fully compatible with the residential character of the Margin Street neighborhood. The side-by-side unit configuration presents a residential street facade that complements the scale and massing of existing multi-family and single-family structures in the surrounding neighborhood. The condominium ownership structure ensures that residents have a long-term personal stake in the maintenance and upkeep of their units, promoting neighborhood stability. There will be no commercial activity, outdoor lighting nuisance, or noise generation inconsistent with a residential neighborhood.

16. Impacts on the natural environment.

17. The Applicant acknowledges that the rear of the subject parcel faces the Merrimack River and that wetlands, riverfront, and floodplain setback requirements may apply to that portion of the lot. A wetlands delineation survey and review under the Massachusetts Wetlands Protection Act will be conducted prior to construction, and the project will be designed in full compliance with all applicable resource area setbacks and performance standards. The proposed building footprint has been located on the front portion of the lot, maximizing separation from the riverfront area. Stormwater management will be designed to protect the Merrimack River from any increase in pollutant loading attributable to the project.

18. Potential fiscal impact, including impact on City services, tax base, and employment.

19. The proposed project will have a strongly positive fiscal impact on the City of Haverhill. The subject parcel is currently vacant and produces minimal property tax revenue. The construction of three market-rate condominium units will substantially increase the assessed value of the parcel and generate meaningful new property tax revenue on an ongoing basis. The project will also support local employment in the construction trades during the construction period, consistent with the Applicant's commitment to employing local subcontractors. No adverse impact on City services — schools, public safety, or public works — is anticipated beyond the minimal incremental demands of three additional residential units.

Specific Findings Under Zoning Ordinance Section 6.3.3

Site Development Standards for Multifamily Residential Review

Lighting:

Exterior lighting for the proposed development will be limited to what is necessary for residential safety and security. Fixture-mounted downward-directed LED luminaires will be installed at each

unit's front entry, garage door, and rear patio to provide safe nighttime illumination without spillover onto neighboring properties or toward the Merrimack River. All exterior lighting will be shielded and directed downward in conformance with the full-cutoff standard, and no fixture will produce glare visible from adjacent residential properties or from the river. The lighting plan will meet the minimum illumination levels required for safety while avoiding any light pollution inconsistent with the residential character of the neighborhood.

Noise:

The project will comply with city standard 6.3.3(2) as it pertains to noise. The proposed residential use will not generate noise beyond what is normal and expected for a residential condominium development. All mechanical equipment, including heating, cooling, and ventilation systems, will be selected and positioned to minimize exterior noise, and equipment will comply with applicable noise standards. No outdoor amplified sound, commercial activity, or other noise-generating use is associated with the proposed project. Construction activities will be limited to the hours permitted by the City of Haverhill noise ordinance, and the Applicant will take all reasonable measures to minimize construction-period noise impacts.

Landscaping:

The landscaping plan (plan to be determined) will be designed to enhance the residential character of the site and to provide appropriate screening, buffering, and amenity plantings consistent with the requirements of Section 6.3.3. Foundation plantings will soften the transition between the building and the front lawn area. The rear yard areas adjacent to each unit's private patio will be graded with fencing installed or low-maintenance shrubs suited to the riverside setting for privacy. All plant species selected will be native or non-invasive and appropriate for the climate and moisture conditions of a Merrimack River-adjacent site.

Stormwater Management:

The project will include a stormwater management system designed in full conformance with the Massachusetts Stormwater Management Standards and the City of Haverhill's applicable stormwater requirements. The system will incorporate best management practices (BMPs) for water quality treatment prior to any discharge. Given the proximity of the site to the Merrimack River, the Applicant is particularly attentive to water quality protection and will ensure that the post-development stormwater system provides no net increase in pollutant loading to the Merrimack River over pre-development conditions. Final stormwater management plans, including drainage calculations, will be prepared by a licensed professional engineer.

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The proposed project has been designed to comply with all applicable site development standards of the Haverhill Zoning Ordinance. The building setbacks — 20 feet from the front lot

line on Margin Street, 10 feet from each outer side lot line, and a minimum 30 feet from the rear lot line — will be confirmed by a registered land surveyor and reflected on the final site plan. The building height will not exceed 35 feet or 3.5 stories as required by the RU District. The lot coverage of 21.7 percent (3,120 square feet of building footprint on 14,375 square feet of lot area) is well within the 30 percent maximum. Impervious surfaces other than the building footprint and driveway will be minimized to preserve the site's landscaped character.

Pedestrian and Vehicular Access / Traffic Management:

The project has been designed to provide safe and efficient vehicular and pedestrian access from Margin Street. Three separate driveways will serve the three attached garages. Pedestrian walkways will connect each unit's front entry to each driveway on Margin Street. The project generates minimal traffic and will not measurably affect the operating level of service on Margin Street.

Aesthetics:

The proposed building has been designed to be visually compatible with the established residential character of the Margin Street neighborhood. The side-by-side condominium configuration breaks the 78-foot building width into three distinct 26-foot bays, each with its own entry, garage door, and window pattern, creating a facade articulation that reads as a row of individual residences rather than a single institutional building. Exterior materials will be selected to complement the residential aesthetic of the neighborhood and will be durable and low-maintenance. The rear elevation, visible from the Merrimack River, will be designed with equal care and will feature the sliding glass doors opening to the private patios as a prominent design element.

Utilities / Security / Emergency Systems:

All utilities serving the proposed development will be installed underground in conformance with the requirements of the applicable utility providers. Each unit will be independently metered for water and electricity, consistent with condominium ownership standards. The building will be constructed in full compliance with the Massachusetts State Building Code, including all required fire protection, egress, and emergency access provisions. The individual driveways will be designed to provide access for emergency vehicles, including fire apparatus, to all three units.

Other General Standards:

The proposed project will comply with all general standards applicable to multi-family residential development in the City of Haverhill, including the requirements of the Massachusetts State Building Code, the Massachusetts Plumbing and Electrical Codes, the Massachusetts Accessibility Code, and all applicable City of Haverhill ordinances. The Applicant will obtain all required local and state permits prior to commencement of construction, including any Order of Conditions

required under the Massachusetts Wetlands Protection Act. The Applicant will cooperate with all required inspections and will ensure that the completed project fully conforms to the plans and conditions approved by the SPGA.

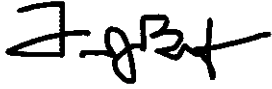
Conclusions

Based upon all of the above as well as all the plans and other documents filed with this Application, Applicant believes this Petition meets all the following requirements under Chapter 255 Section 10.4.2 for a Special Permit:

- A. The specific site is an appropriate location for the proposed use, type and intensity of development. The subject parcel is a vacant urban infill site in the Residential Urban District, appropriately sized and located for a three-unit condominium triplex that meets all dimensional requirements of the RU District.
- B. The proposed use as developed will not adversely affect the neighborhood. The proposed three-unit residential condominium is compatible in use, scale, and character with the surrounding Residential Urban neighborhood, and the condominium ownership structure promotes long-term owner investment in the property.
- C. There will be no nuisance or serious hazard to vehicles or pedestrians. The project provides three off-street garage parking spaces, safe driveway access to Margin Street, and pedestrian walkways to each unit, and generates minimal residential traffic volumes.
- D. Adequate and appropriate facilities will be provided for the proper operation of the proposed use. Municipal water, municipal sewer, stormwater management, and all other required utilities and facilities will be provided in conformance with applicable codes and agency requirements.
- E. The proposed use is in harmony with the general purpose and intent of the Zoning Ordinance. A three-family dwelling is a use contemplated by the RU District upon grant of a Special Permit, and this project complies with all dimensional standards of the district and advances the City's housing and planning objectives.
- F. The proposed use complies with all applicable site development standards set forth in Section 6.3.3, including standards for lighting, noise, landscaping, stormwater management, pedestrian and vehicular access, aesthetics, and utilities.
- G. The proposed use is consistent with the City of Haverhill Comprehensive Plan and furthers the City's goals for quality owner-occupied housing, urban infill development, and responsible stewardship of the Merrimack River corridor.

Wherefore, the Petitioner would request that the Council approve this Special Permit.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'F. Bevilacqua III', with a stylized, cursive script.

Francis J Bevilacqua III

Bevi Builds II LLC

Haverhill, Massachusetts

francis@bevibuilds.com

Bevilacqua Builds

Francis J Bevilacqua III
143 Essex St Suite 217
Haverhill, Massachusetts
francis@bevibuilds.com

June 24, 2026 -

City Council
City of Haverhill
4 Summer Street
Haverhill, MA 01830

AUG 5 AM 9:07
HAVCITYCLERK

Special Permit Application – 16 Margin Street, Haverhill, MA City Council Rules and Regulations for Special Permits Information Required

Dear Members of the City Council:

The Applicant, Francis Bevilacqua of Bevi Builds II LLC, hereby submits this narrative in support of a Petition for a Special Permit pursuant to Chapter 255 (Zoning Ordinance), Section 10.4.2 of the City of Haverhill Zoning Ordinance, for the construction of a new three-unit, side-by-side condominium triplex at 16 Margin Street, Haverhill, Massachusetts (Assessor's Parcel 505-248-3). The subject parcel is located within the Residential Urban (RU) Zoning District. A three-family dwelling in the RU District requires a Special Permit from the City Council sitting as the Special Permit Granting Authority (SPGA). The following responses address the General Special Permit Criteria set forth in Section 10.4.2 and the Site Development Standards set forth in Section 6.3.3.

General Criteria: General Special Permit Criteria

1. Describe the proposed project in detail, including all proposed uses, activities, buildings, and structures.

The Applicant proposes to construct a new three-unit, side-by-side condominium triplex on the currently vacant parcel at 16 Margin Street, Haverhill, Massachusetts (Parcel 505-248-3). The parcel contains approximately 13,500 square feet and fronts on Margin Street, with the rear of the lot facing the Merrimack River. The proposed building will measure 78 feet wide by 40 feet deep, yielding a total building footprint of 3,120 square feet and a lot coverage of 21.7 percent, well within the maximum 30 percent permitted in the RU District. Each of the three attached residential units will be 26 feet wide and will consist of a ground floor measuring 26 feet by 40

feet and a second floor measuring 26 feet by 28 feet, for a gross floor area of approximately 1,768 square feet and a net livable area of approximately 1,568 square feet per unit. Each unit will contain three bedrooms, two and one-half bathrooms, a single-car attached garage with a nine-foot door, and a rear sliding glass door opening to a private patio. The three units will be organized under a condominium form of ownership, promoting individual homeownership within a market-rate residential development. No commercial uses are proposed; the project is entirely residential in character.

2. Describe the site and its surroundings, including the size and shape of the lot, existing uses on the site, adjacent uses, and zoning.

The subject parcel at 16 Margin Street is a vacant, undeveloped lot containing approximately 13,500 square feet situated within the Residential Urban (RU) Zoning District of the City of Haverhill. The lot runs diagonally to Margin Street, with street frontage along the northerly side and the rear of the lot facing the Merrimack River. The parcel is currently an unoccupied home in the process of demolition. The surrounding neighborhood is predominantly residential, consistent with the RU designation, and includes single-family and multi-family dwellings that reflect the established urban residential character of this section of Haverhill. The proximity of the rear lot line to the Merrimack River adds scenic value to the site and is a notable amenity for prospective residents. A registered survey will confirm the precise location of the rear lot line relative to any applicable wetlands boundary or riverfront setback, and the project will be designed in full compliance with all such requirements. City water and sewer infrastructure are available in Margin Street.

3. Describe the proposed access, parking, and circulation, including the number and location of parking spaces, the width of driveways, and the proposed circulation pattern.

Vehicular access to the project will be provided via individual driveways from Margin Street serving the three attached garage units. Each residential unit will be provided with a single-car attached garage and driveway parking, satisfying the minimum parking requirement of two spaces per dwelling unit (three spaces total). The individual driveways will be designed to provide safe ingress and egress from Margin Street with adequate sight distances in conformance with applicable standards. Additional on-street parking is available along Margin Street to accommodate guest vehicles. The applicant will work with the City's engineering staff to ensure that the driveway configuration and apron comply with all applicable street opening and curb cut requirements.

4. Describe the proposed utilities, including water supply, sewage disposal, storm drainage, and other utilities.

The proposed project will connect to existing municipal water and sewer infrastructure available in Margin Street. Water service will be provided through a new connection to the City water main, and sanitary sewer flows will be directed to the City sewer system via a new lateral, all in conformance with the requirements of the Haverhill Department of Public Works. No on-site septic system is proposed or required. Stormwater from the building roofs and impervious surfaces will be managed through a site-specific stormwater management system designed in accordance with the Massachusetts Stormwater Management Standards. The Applicant acknowledges the proximity of the Merrimack River and is committed to ensuring that post-development stormwater runoff rates do not exceed pre-development conditions and that best management practices are employed to protect water quality. Final utility plans will be prepared by a licensed professional engineer.

5. Describe the proposed landscaping, screening, and buffering, including the location, type, and size of proposed plantings.

The Applicant proposes a landscaping plan that complements the residential character of the neighborhood and reinforces the visual relationship between the building and Margin Street. Foundation plantings will be provided along the front facade, and each unit's private rear patio area will be defined with lawn and planting beds appropriate for residential enjoyment of the Merrimack River setting. Side yard areas will be planted with a combination of shrubs and ornamental trees to provide visual separation from adjoining properties. Street trees will be planted within the front yard area in conformance with the City's street tree requirements. All plantings will consist of species appropriate to the New England climate and the soil and moisture conditions present near the Merrimack River. The final landscaping plan will be submitted as part of the application package.

6. Describe the proposed signage, including the location, size, type, and illumination of all signs.

No commercial signage is proposed in connection with this project. The development is entirely residential in nature, and no externally illuminated signage, freestanding signs, or wall signs are planned. Modest address numerals identifying each individual condominium unit will be provided in conformance with applicable addressing standards and emergency access requirements. Any signage installed on the property will comply with the dimensional and illumination requirements of the Haverhill Sign Ordinance.

7. Describe any other features of the proposed project that may be relevant to the Council's review.

The proposed project represents a significant investment in the City of Haverhill by a local developer committed to creating quality owner-occupied housing in an established residential



Haverhill

Economic Development and Planning
Jacki Byerley, Planning Director
jbyerley@haverhillma.gov
Phone: 978-374-2330

To: City Council

AUG 6 PM3:24
HAVCITYCLERK

From: Jacki Byerley, AICP, Planning Director

Re: CCSP-26-5 – 16 Margin Street

Date: August 6, 2026

An application has been received pursuant to the Zoning Ordinance Section 10.4 Special Permits to construct a three-unit condominium project at 16 Margin Street within the RU Zoning District, the applicant is Bevi Builders II, LLC. A three family is allowed by Special Permit in the RU zoning district and requires 11,700 square feet of land, 80 feet of frontage and 2 parking spaces for 3-bedroom units; the applicant's proposal has 13,500 square feet and 100 feet of frontage and 2 spaces per unit for parking.

The applicant has provided a write-up on how the project meets the special permit criteria. Departments have also provided comments regarding the proposal.

It is recommended that the City Council approve the requested Special Permit, subject to the suggested conditions, standard special permit conditions and recommendations made by the departments.

Suggested conditions:

1. The Applicant, property owner, and their successors or assigns (collectively, the "Applicant") shall construct the project substantially in accordance with the plans, architectural renderings and elevations submitted with the Special Permit application, which are incorporated herein by reference. If the Applicant determines that any modification to the approved plans is necessary, the Applicant shall submit the proposed modification in writing to the Building Commissioner and obtain the required approval prior to implementing the modification.

The Building Commissioner shall make a determination of whether a proposed modification is minor or major. Minor changes may be approved in writing by the Building Commissioner in consultation with the Planning Director and Director of Inspectional Services. Any modification determined by the Building Commissioner to be major shall require review and approval by the City Council following a public hearing.

1. Curb Cuts: Any new driveway opening or curb cuts that have egress to the public right of way must be approved by the City Engineer or Designee in advance of construction.

2. Fire Department and Utility Compliance: The Applicant shall be responsible for designing the utility's to meet City standards and ensuring compliance with the fire codes prior to commencing work under this permit.
3. Submission of As Built Foundation Plan: A copy of the as-built foundation plan shall be provided to the Building Department upon foundation completion.
4. Site Lighting: All lighting fixtures, including but not limited to, signage, building, parking lot, site decorative, and security shall feature cut off fixtures so that the lights are pointed downward reducing light pollution and glare onto abutting properties.
5. Hours of Construction: The Applicant shall take reasonable care not to disturb surrounding properties and property owners during construction. Construction work shall be limited to the hours of 7:00 am to 7:00 pm Monday – Saturday.
6. Submission of As-Built Site Plans: A copy of the as built site plans stamped by a professional engineer shall be submitted to the Office of Planning and Development at the completion of construction.
7. Prior to the sale or conveyance of any unit, the applicant shall establish a condominium association. The condominium documents shall provide for the ownership, maintenance, repair, replacement, and management of all common areas, parking areas, driveways, landscaping, utilities, stormwater facilities, and other shared improvements. The condominium documents shall also establish an adequate reserve fund for the long-term maintenance and replacement of common facilities, to be reviewed by the City Solicitor and departments prior to recording at the Registry of Deeds.
8. A landscaping plan shall be reviewed by the Planning Director prior to planting and must be planted prior to occupancy or at the next planting season. The association shall maintain the landscaping throughout the life of the project, should any of the landscaping die it shall be replaced during the next available planting season.
9. A Development Review meeting for review of the plans for compliance with City regulations and applicable state laws shall take place prior to start of construction.



Planning Director Review

Record No. CCSP-26-5

Status Completed

Became Active June 10, 2026

Type Approval

Due Date None

Assignee Jacki Byerley

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant



Francis Bevilacqua



978-479-2216



francis@bevibuilds.com



143 Essex St

STE 217

Haverhill, MA 01832

Messages

Jacki Byerley

August 6, 2026 at 10:17 am

See attached planning recommendation



Meet with Applicant to Review Application

Record No. CCSP-26-5

Status Skipped

Became Active June 10, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

No comments yet.



Confirmation of Complete Application

Record No. CCSP-26-5

Status Completed

Became Active June 10, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
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Applicant

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 francis@bevibuilds.com
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Messages

Kaitlin Wright Esposito

July 10, 2026 at 12:28 pm

Site plan received. Will announce hearing at July 14th meeting, for a August 11th council hearing date.

Kaitlin Wright Esposito

June 29, 2026 at 2:52 pm

Fran, received your message. My deadline for the next Council meet (7/14) is close of business Thursday July 9th. If we announce the hearing on July 14th, you are looking at August 25th or September 15th as a hearing date.

Kaitlin Wright Esposito

June 25, 2026 at 3:01 pm

Received brief relative to Doc 92- B, thank you!

Once updated site plan is received, we can move forward with announcing the permit and selecting a hearing date.

If received before 9 AM tomorrow, I can announce the permit at the June 30th meeting - if not, will be at July 14th. If announced at June 30th, hearing options would be August 11th or August 25th. If announced at July 14th, hearing options would be August 25th or September 15th.

Kaitlin Wright Esposito

June 24, 2026 at 3:20 pm

Excellent, thank you for the update!

Francis Bevilacqua

June 24, 2026 at 3:18 pm

Hi Katilin, I'm still waiting on the civil engineer to send me an updated site plan. Hopefully have it by Friday.

Kaitlin Wright Esposito

June 24, 2026 at 3:14 pm

Applicant must prepare for Council a brief relative to Doc 92-B (attached). Application will not be deemed complete until this is satisfied.

Kaitlin Wright Esposito

June 23, 2026 at 1:10 pm

Hi Fran, Following up on my previous comments. I have reviewed the application and would request that you obtain a more detailed site plan. Your site plan should include utilities, landscaping, parking, etc. Thank you! I cannot move forward with a hearing date until this requirement is satisfied.

Kaitlin Wright Esposito

June 16, 2026 at 10:51 am

Hi Fran, Following up on my previous comments. I have reviewed the application and would request that you obtain a more detailed site plan. Your site plan should include utilities, landscaping, parking, etc. Thank you! I cannot move forward with a hearing date until this requirement is satisfied.

Kaitlin Wright Esposito

June 10, 2026 at 12:12 pm

The certified site plan shall show the following: (1) The perimeter dimensions of the lot; Assessors Map, lot and block numbers. (2) All existing and proposed buildings, structures, building setbacks, parking spaces, driveway openings, distance between buildings, plan view exterior measurements of individual buildings, driveways, service areas and open areas. (3) Internal roads, sidewalks and parking areas (width dimensions of paving and indication of number of parking spaces). (4) All facilities for sewage, refuse and other waste disposal and for surface water drainage. (5) All proposed landscaping features, such as fences, walls, planting areas and walks on the lot and tract. (6) Existing major natural features, including streams, wetlands and all trees six inches or larger in caliper (caliper is girth of the tree at approximately waist height). (7) Zoning, scale and North arrow (minimum scale of one inch equals 100 feet). (8) Total site area in square footage and acres and area to be set aside as public open space, if appropriate. (9) Percentage of lot coverage (including the percentage of the lot covered by buildings) and percentage of open space, if appropriate. (10) The proposed residential density in terms of dwelling units per acre and types of proposed commercial uses in terms of the respective floor area, and recreation areas, and number of units proposed by type: number of one-bedroom units, two-bedroom units, etc., if appropriate. (11) Location sketch map (indicate surrounding streets and properties and any additional abutting lands owned by the applicant). (12) Developer's (or his representative's) name, address and phone number. (13) Any other information which may include traffic, school, utilities and impact studies deemed necessary by a 2/3 vote of the City Council as the special permit granting authority (SPGA) in order to adequately evaluate the scope and potential impacts of the proposed project.

Kaitlin Wright Esposito

June 10, 2026 at 12:04 pm

Hi Fran, I have reviewed the application and would request that you obtain a more detailed site plan. Your site plan should include utilities, landscaping, parking, etc. Thank you! @Jacki Byerley



City Clerk Review - Hearing Dates Set

Record No. CCSP-26-5

Status Completed

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

Kaitlin Wright Esposito

July 9, 2026 at 4:23 pm

Will announce at July 14th meeting, for August 11th hearing date.



City Council Admin Notified

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Lori Robertson

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

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MA 01830

Applicant

 Francis Bevilacqua
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 francis@bevibuilds.com
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Haverhill, MA 01832

Messages

No comments yet.



Assessor for Abutter's List

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Chris Loughnane

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

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 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

Chris Loughnane

July 13, 2026 at 8:25 am

Please see the attached abutters and mailing labels for 16 Margin St
505.248.3

Chris Loughnane  Internal

July 13, 2026 at 8:25 am

Please see the attached abutters and mailing labels for 16 Margin St
505.248.3



Conservation Department Review

Record No. CCSP-26-5

Status Active

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Robert Moore

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

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 978-479-2216
 francis@bevibuilds.com
 143 Essex St
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Haverhill, MA 01832

Messages

No comments yet.



DPW Review

Record No. CCSP-26-5

Status Active

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Robert Ward

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
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MA 01830

Applicant

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 francis@bevibuilds.com
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Haverhill, MA 01832

Messages

No comments yet.



City of Haverhill, MA

August 7, 2026

Engineering Department Review

Record No. CCSP-26-5

Status Active

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Lisa Demeo

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL, MA
01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

Lisa Demeo

July 31, 2026 at 2:32 pm

Separate sewer and water service connections are required for each unit.

Any two driveways leading to or from a street to or from a single lot shall not be within 30 feet of each other at their intersections with the front lot line.

The proposed driveways take almost 100% of the front yard. Per code they cannot exceed 50% of the front yard,

Section 6.1.11.3.

For residential uses (one-, two- or three-family), parking in the front yard shall be allowed only in the driveway or in a backup strip adjacent to the driveway. Any paved areas including the driveway shall not cover more than 50% of the front yard.

Francis Bevilacqua

July 31, 2026 at 2:43 pm

Lisa,

The plan dated 7.9.26 on the portal shows three separate driveways that are 10' wide. I have 100' of frontage so I'm well below the 50% mark.

Please confirm.

Fran

Francis Bevilacqua

August 6, 2026 at 10:26 am

Hi Lisa. Please let me know if my last response clears up your initial concerns. I have to go to Council next Tuesday. I need this cleared up so I can go to that hearing. Thank you.

Lisa Demeo

August 6, 2026 at 12:59 pm

This information is helpful from a Stormwater point of view. Your plans do not call out pervious material between the driveways and I cannot make assumptions on what you are planning.

You will need to show how you are handling the runoff from the driveways so that does not reach the street.

The biggest item you have not addressed is that City Ordinance requires there be at 30' between driveways (see previous comment). Your plan does not meet this requirement.



Fire1 Department Review

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Justin Borden

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
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Haverhill, MA 01832

Messages

No comments yet.



Fire2 Department Review

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Robert Irvine

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

Robert Irvine

July 10, 2026 at 4:19 pm

The planning, design and construction of new buildings, renovation of existing buildings and structures to provide egress facilities, fire protection and built-in fire protection equipment shall be in accordance with 780 CMR; and any alterations, additions or changes in buildings required by the provisions of 527 CMR which in the scope of 780 CMR, 10th edition, shall be made in accordance therewith. (527 CMR 1.04(4) and 780 CMR 101.2). Additionally, 780 CMR (901.2.1) Document Submittal Process will be required.

Plans approved by the fire department are approved with the intent they comply in all respects to MSBC, 780 CMR 527 CMR 1.00, MGL Chapter 148 and any City of Haverhill ordinance. Any omissions or errors on the plans do not relieve the applicant of complying with applicable requirements.

This project shall require an NFPA 13 code compliant fire sprinkler system.

This project shall require a code compliant fire alarm system.



Health Department Review

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Mark Tolman

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

Mark Tolman

July 13, 2026 at 8:36 am

Building will be connected to city water and sewer and have municipal rubbish pickup.



Police Department Review

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Kevin Lynch

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

No comments yet.



School Department Review

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee HPS Superintendent

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

No comments yet.



Storm Water Review

Record No. CCSP-26-5

Status Active

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Robert Moore

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

No comments yet.



Water Supply Review

Record No. CCSP-26-5

Status Active

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Robert Ward

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

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ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

No comments yet.



Building Inspector Review

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Tom Bridgewater

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

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 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

Tom Bridgewater

July 13, 2026 at 9:11 am

The lot meets the dimensional Zoning requirements for 3 unit building in the RU Zone, the building appears to be out of the flood plain however if this is approved a licensed surveyor or an Engineer will need to show this on a plan



First Ad Placement

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

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Applicant

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STE 217
Haverhill, MA 01832

Messages

Kaitlin Wright Esposito

July 10, 2026 at 3:27 pm

Advertise: July 23 and July 30, 2026

Haverhill Gazette



Placed on Agenda

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

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Haverhill, MA 01832

Owner

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Applicant

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 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

Kaitlin Wright Esposito

July 10, 2026 at 3:27 pm

Will be announced at July 14th meeting, with August 11th hearing date.



Abutter Notification

Record No. CCSP-26-5

Status Active

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Natalia Hernandez

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
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MA 01830

Applicant

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 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

Kaitlin Wright Esposito

July 10, 2026 at 3:28 pm

@Natalia Hernandez please send out the abutter notification on July 20th.



Second Ad Placement

Record No. CCSP-26-5

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-5

City Council Special Permit

Status: Active

Submitted On: 5/29/2026

Primary Location

16 MARGIN ST
Haverhill, MA 01832

Owner

BEVI BUILDS II LLC
ESSEX ST, Unit 217 143 HAVERHILL,
MA 01830

Applicant

 Francis Bevilacqua
 978-479-2216
 francis@bevibuilds.com
 143 Essex St
STE 217
Haverhill, MA 01832

Messages

Kaitlin Wright Esposito

July 10, 2026 at 3:27 pm

Advertise: July 23 and July 30, 2026

Haverhill Gazette

10.2

Document # 21-F

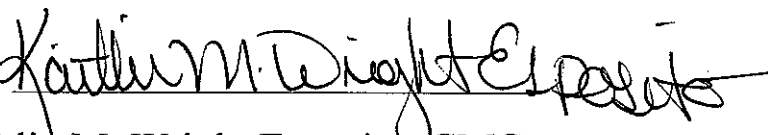
CCSP-26-6;

Attorney Caitlyn Masys for client *Essex County Habitat for Humanity* requests a special permit to renovate existing property at 512 Washington St and divide it into three affordable housing units. Applicant seeks to tear down the existing dilapidated garage on the property and proposes to build a duplex on either side of the existing house, adding an additional four affordable housing units to the property. Once complete, the property will have seven residential units that will be converted to condominiums. There will be a provision within the condominium documents, as well as restrictions in each of the deeds, stating that every unit shall perpetually be defined as affordable housing. Each unit will then be sold to qualified low-income home buyers.

IN CITY COUNCIL: June 30, 2026

Hearing scheduled for August 11, 2026

11 YEAS, 0 NAYS, 0 ABSENT,

Attest: 
Kaitlin M. Wright Esposito, CMC
City Clerk

City Council Special Permit**Primary Location****CCSP-26-6**512 WASHINGTON ST
Haverhill, MA 01832

12.4

Submitted On: Jun 19, 2026

Important: Please Read Before Starting Your Application**Applicant Information****What is Your Role in This Process?**

Attorney/Agent

Applicant Business/Firm Name

Downey Law Group, LLC

Applicant Business/Firm Phone

978-887-1000

Applicant Business/Firm Address

462 Boston Street

Applicant Business/Firm City

Topsfield

Applicant Business/Firm State

MA

Applicant Business/Firm Zip

01983

Client Name

Essex County Habitat for Humanity

Client Business Name

Essex County Habitat for Humanity

Client Phone

9786818858

Client Email

meegan@essexcountyhabitat.org

Client Address

14 Park Street

Client City

Danvers

Client State

MA

Client Zip

01923

Client County

Essex

Client Business Structure

Corporation

New Field

Not For Profit Corporation

Property Information**Proposed Housing Plan Name**

512 Washington Street

Proposed Street Name(s)

Washington Street

How Long Owned by Current Owner?

2 months

Type of Dwelling(s) Planned in Project

Condominiums

Lot Dimension(s)

120 ft x 198 ft x 120 ft x 180 ft

Registry Plat Number, Block & Lot

504-245-3

Zoning District Where Property Located

RH - Residential High Density

Deed Recorded in Essex South Registry: Block Number

43285

Deed Recorded in Essex South Registry: Page**Does the Property Have Multiple Lots?**

146

No

Thoroughly Describe the Reason(s) for thre Special Permit

Applicant/owner is proposing a multifamily dwelling on the property which under the Haverhill Zoning Code is an allowable use in the RH district if granted a Special Permit by the City Council.

Property Description

The land with the buildings thereon known as 512 Washington Street, Haverhill, Essex County, Massachusetts more particularly described as follows:

Southerly by the said land of Bartlett, one hundred and twenty (120) feet to land now or formerly of the heirs of Edwin Bowley; thence

Easterly by the land last name about one hundred and ninety-eight (198) feet to land now or formerly of James H. Robinson; thence

Northerly by said land of Robinson about one hundred twenty (120) feet to said Washington Street; thence

Westerly by said Street one hundred and eighty (180) feet to the point begun at.

Current Property Use

Vacant

TOTAL Number of Units Planned

7

TOTAL Number of Parking Spaces Planned

13

Planned Lot Use

Lot Number	Lot Plat Number, Bock, Lot
Lot 1	504-245-3
Lot Dimensions	Number of Existing Buildings on Lot
120ft x 198ft x 120ft x 180ft	2
Size of Existing Building(s) on Lot	Number of Buildings Planned for Lot
60ft x 40ft Approx	3
Size of Proposed Building(s)	Number of Families to be Accommodated
Two 35ft x 35ft duplexes	7
Extent of Proposed Alterations	IF OTHER ALTERATIONS, Please Describe
New Construction: Residential	With renovation of existing home structure. Garage to be torn down.
Types of Units Planned on Lot	Number of Units Planned on Lot
Condominiums (for sale)	7

Special Circumstances

Building Coverage

--

Dimensional Variance

true

Front Yard Setback

Side Yard Setback

—

false

Rear Yard Setback

Lot Frontage

--

—

Lot Depth

Lot Area

false

true

Building Height

Floor Area Ratio

--

--

Open Space

Parking

--

--

Sign Size

Use

--

true

Other

false

Hearing Waiver

Agrees

Yes

Agreement & Signature

Agrees

true

PLEASE READ

Thank you for placing your order with us.

From North of Boston <noreply@wave2adportal.com>

Date Mon 7/13/2026 8:42 AM

To CityClerk <cityclerk@haverhillma.gov>

Cc cmacdonald@northofboston.com <cmacdonald@northofboston.com>; Kaitlin Wright Esposito
<kwright@haverhillma.gov>; Natalia Hernandez <NHernandez@HaverhillMa.gov>

Warning! External Email. Exercise caution when opening attachments or clicking on any links.

THANK YOU for your notice submission!

This is your confirmation that your order has been submitted. Below are the details of your transaction. Please save this confirmation for your records.

Job Details

Order Number: W0145948
Business Type: All Other Public Notices
Notice Size: Public Notices
Notice Estimate: \$219.24
Referral Code: CCP-26-6 512 Washington St.

Schedule for notice number W01459480

Thu Jul 23, 2026
**Haverhill Gazette Public All Zones
Notices**
Thu Jul 30, 2026
**Haverhill Gazette Public All Zones
Notices**

Account Details

Haverhill Clerk
4 SUMMER ST STE 118
HAVERHILL, MA 01830
978-374-2312
cityclerk@cityofhaverhill.com
HAVERHILL CITY CLERK

July 20, 2026

PUBLIC HEARING

**City Council Chambers, City Hall,
Room 202, 4 Summer st**

Notice is hereby given that a hearing will be held for all parties interested, in a hybrid meeting (in person/virtual), on Tuesday August 11, 2026 at 7:00 PM on a request from Attorney Caitlyn Masys of Downey Law Group, LLC for client, Essex County Habitat for Humanity, (CCSP-26-6) for approval to renovate existing property at 512 Washington St and divide it into three affordable housing units. Applicant seeks to tear down the existing dilapidated garage on the property and proposes to build a duplex on either side of the existing house, adding an additional four affordable housing units to the property. Once complete, the property will have seven residential units that will be converted to condominiums. There will be a provision within the condominium documents, as well as restrictions in each of the deeds, stating that every unit shall perpetually be defined as affordable housing. Each unit will then be sold to qualified low-income home buyers.

(Residents who are interested in commenting on this item can either (1) Attend in person (Council Chambers, Room 202) or (2) Attend remotely using the link provided on the public meeting calendar on the City's website.)

Description of area, maps and plans are on file in the City Clerk's Office.

Kaitlin M. Wright Esposito, CMC
City Clerk
HG - Publication Dates

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This is an automated message, please do not reply to this e-mail. If you have any questions or concerns you may contact us toll-free at 800-681-6248.

DOWNEY LAW GROUP LLC
ATTORNEYS AT LAW

462 Boston Street (Corporate Office)
Topsfield, MA 01983
978-887-1000

160 Main Street, Unit 4
Haverhill, MA 01830
978-373-2200

Brian P. Downey, Esq.
Caitlin M. Masys, Esq. (MA & NH)
Thomas J. Sullivan, Esq.
Aubrie L. Gallagher, Esq.
Arianna A. Gallagher, Esq. (MA & NH)
John J. O'Keefe, Esq., Of Counsel
James P. Cleary III, Esq., Of Counsel
Joseph A. Cleary, Esq., Of Counsel

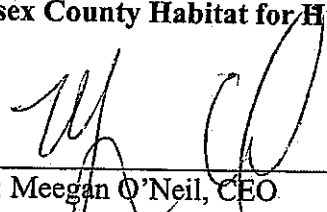
June 4, 2026

Letter of Permission

RE: 512 Washington Street
Haverhill, MA 01832

I, Meegan O'Neil, in my capacity as Chief Executive Officer of Essex County Habitat for Humanity, hereby give my permission for the Downey Law Group LLC and Attorney Caitlin M. Masys to file for a Special Permit with the City Council of the City of Haverhill for our property located at 512 Washington Street, Haverhill, MA 01832.

Essex County Habitat for Humanity



By: Meegan O'Neil, CEO

DOWNEY LAW GROUP LLC

ATTORNEYS AT LAW

462 Boston Street (Corporate Office)
Topsfield, MA 01983
978-887-1000

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Arianna A. Gallagher, Esq. (MA & NH)
John J. O'Keefe, Esq., Of Counsel
James P. Cleary III, Esq. Of Counsel
Joseph A. Cleary, Esq. Of Counsel

June 5, 2026

Haverhill City Council
Haverhill City Hall
4 Summer Street
Haverhill, MA 01830

Application for Special Permit 512 Washington Street

Project Summary & Intent

The owner of the subject property, and the applicant for the requested Special Permit is Essex County Habitat for Humanity (the "Applicant"). They recently closed on the purchase of 512 Washington Street (the "Property") after years of talks, negotiations and planning with the previous owners, Keith F. and Diane C. Boucher. Mr. & Mrs. Boucher purchase the property in 2012 from the mortgage lender after it had been foreclosed upon.

Essex County Habitat for Humanity is a nonprofit organization that helps families build and improve places to call home. They believe affordable housing plays a critical role in strong and stable communities and that everyone deserves a decent place to live. Unfortunately, 1 in 4 families pay 50% or more of their income on housing and therefore cannot contribute to the community or build a future. With affordable homeownership, families are able to achieve the strength, stability, and independence they need to build a better life for themselves and for their families.

They have built, and continue to build, in 34 cities and towns across all of Essex County. The current projects they are working on are:

- 10 residential units located on Asbury Street in Hamilton, MA consisting of 5 duplexes.
- 2 residential units located on Curtis Street right here in Haverhill, MA
- Conversion of a vacant office building into 3 residential units in Gloucester, MA

I strongly urge you to check out their website for additional information, success stories and volunteer opportunities.

The intent of the Applicant before you this evening is to continue their mission by renovating the existing house on the Property and dividing it into three (3) affordable housing units. The existing dilapidated garage on the Property will be torn down. The Applicant then proposes to build a duplex on either side of the existing house, adding an additional four (4)

affordable housing units to the Property. Once complete, the entire Property consisting of a total of seven (7) residential units will be converted to condominiums. There will be a provision within the condominium documents, as well as restrictions in each of the deeds, stating that every unit shall perpetually be defined as affordable housing. Each unit will then be sold to qualified low-income home buyers.

Applicable Zoning Regulations

The Property is situated in a High-Density Residential Zoning District (RH). Per the Haverhill Zoning Code (the "Code") Chapter 255, what the Applicant is proposing is defined as "dwelling, multifamily." §8.2 of the Code specifically addresses the allowance of multifamily dwellings in the RH district. It allows multifamily dwellings by special permit issued by the City Council, provided that all conditions outlined in §8.2.2 are met. Please see the **Zoning Opinion** letter submitted with the full application package for analysis of §8.2.2.

Application for Special Permit

Use as a multifamily dwelling will not cause substantial detriment to the public good or impair the purposes and intent of the Zoning By-laws. This entire area of the City is comprised of multifamily dwellings. Each of the duplex units will have 1 garage parking space and 1 driveway parking space. Each unit in the converted structure would also have assigned off street parking. Per the Zoning Code Table of Use and Parking Regulations and §6.1.3 Table 3, a total of 13 off street parking spaces are required, and are being provided. No on-street parking would be necessary.

Use as a multifamily dwelling will also not be out of character for the neighborhood. The Property before you is surrounded almost entirely by multifamily residential units ranging from as few as two (2) units to as many as eight (8) units. Within a very small radius there are properties that have four to eight unit structures (See 97 Beach St., 77 Beach St., 70 Beach St.). The proposal by the applicant would fit perfectly for the character of the neighborhood.

A grant of this Special Permit would not constitute a special privilege for the Applicant. The Applicant is not proposing this project as a way to make money. The Applicant is a non-profit organization that plans to sell each unit to qualified low-income buyers. The costs of construction in today's economy will far exceed the end sale price. The proposed use is completely consistent with the surrounding properties which are all multifamily residential units.

The requested Special Permit to allow use as multifamily dwelling units is reasonable given the layout of the neighborhood, the size of the dwellings, the available parking and the upgrades that will take place. In addition, the applicant's proposed use will be of great benefit to City of Haverhill and its residents by making seven (7) new affordable housing units available in a neighborhood within walking distance of many services and public transportation, and which is undergoing a revitalization.

Additional Considerations

Washington Street is one of 8 sections of Haverhill identified as Areas for Targeted Growth in Vision 2035 and labeled as a "Village Center." Vision 2035 recommends a change in the zoning requirements for side setback, which is one of the variances that was requested and approved by the Board of Appeals. If those changes were in place today, the Applicant would only need to apply for one (1) **8 INCH variance** to move forward with this project. Otherwise, it would be allowed as of right. Approval of the Special Permit request presented today would be keeping directly in line with what Haverhill wants to look like 10 years from now.

There is a housing crisis plaguing our area. Haverhill has made great attempts to tackle this problem head-on by allowing for the large developments currently under construction. However, there is a still need for housing for those considered low-income. By granting the requested Special Permit, which will have a minimal impact on the immediate neighborhood, the Council can make great strides in addressing the housing crises without "overdeveloping" and straining public resources.

The purpose of a high-density residential zone is to maximize the number of dwelling units in a small area. The neighborhood of the proposed project is in the beginning stages of a revitalization. This neighborhood is on its way to becoming a really great location to live in the City. The proposal before you today fits squarely within the definition of an urban planning term known as "infill housing." Infill housing is the rededication of land in an urban environment to new construction. It is widely considered an economical use of existing infrastructure and a remedy for urban sprawl, especially as part of a smart growth master plan. Haverhill's Vision 2035 master plan places a huge emphasis on smart growth.

For all the reasons cited above, we respectfully request that, pursuant to (1) 255 Attachment 1, Appendix A, Table 1: Table of Use and Parking Regulations, (2) §255-8.2.2 of the Haverhill Zoning Code, and (3) M.G.L. c 40A, §9 the City Council grant the Special Permit requested for the property at 512 Washington Street.

Very truly yours,

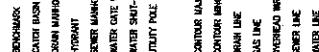
DOWNEY LAW GROUP LLC

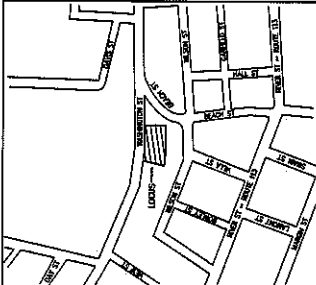


Caitlin M. Masys, Esq.



以下:





LOCUS MAP
SHEET 101 TO SCALE

REQUIRED PARKING	
512 WASHINGTON - BLOCKS 1, 2, 3	19 SPACES

ZONING TABLE RH ZONING DISTRICT (MULTI-FAMILY)	
DESCRIPTION	REQUIRED
MINIMUM LOT FRONTAGE (FT)	100' 0"
MINIMUM LOT AREA (SQ FT)	40,000 SF
MINIMUM FRONT YARD (FT)	20' 0"
MINIMUM SIDE YARD (FT)	20' 0"
MINIMUM REAR YARD (FT)	40' 0"
MINIMUM OPEN SPACE	25%
MINIMUM LOT DEPTH	200' 0"

N/F
STEPHEN & KATHY PASQUIS
MAP 504 BLOCK 245 LOT 4
DC 41006 PLS 176

LEGEND

- ENDMARKER
- CATCH BASIN
- DRAIN MANHOLE
- HYDRANT
- SEWER MANHOLE
- WATER GATE VALVE
- WATER SHUT-OFF
- UTILITY POLE
- CONTOUR MARKER
- CONTOUR MARKER
- DRAIN LINE
- GAS LINE
- OVERHEAD WIRE
- SEWER LINE
- WATER LINE

ABBREVIATIONS

- CB CATCH BASIN
- CF CHAMBER FENCE
- DM DRAIN MANHOLE
- EP EDGE OF PAVEMENT
- FHD FLOOD
- SM SEWER MANHOLE
- VG VERTICAL GRANITE CURB
- WG WOOD-FRAMED DWELLING
- WV WATER GATE VALVE
- WO WATER SHUT-OFF

ASSESSOR REFERENCE

MAP 504 BLOCK 245 LOT 3

WASHINGTON STREET

FILED WITH MAPS
1001 SCALE 1" = 100'

4/10/20

DATE

OWNER & APPLICANT
ESSEX COUNTY HARBOR FOR HUMANITY
1001 WASHINGTON ST
HAVERHILL, MA 01923

KEY REFERENCE DEEDS

- DEED FROM FEDERAL NATIONAL MORTGAGE ASSOCIATION TO KATHY F. BANCROFT AND DAVID C. BANCROFT DATED MAY 17, 2012 AND RECORDED AT THE SOUTH ESSEX REGISTRY OF DEEDS BOOK 31360 PAGE 74.
- DEED FROM PAUL M. AND THOMAS M. DEBORA TO SOCIETY & SOCIETY ESSEX REGISTRY OF DEEDS BOOK 31360 PAGE 74.

KEY REFERENCE PLANS

- PLAN OF A PORTION OF WASHINGTON STREET, HAVERHILL, MASS. AS ORDERED BY THE COUNTY COMMISSIONERS, BY N. SPOTFORD, SUPERVISOR, DATED 1971 AND RECORDED AT THE SOUTH ESSEX REGISTRY OF DEEDS BOOK 10, 100.
- PLAN OF A PORTION OF BEACH STREET, HAVERHILL, MASS. BY JOHN T. SPOTFORD, SUPERVISOR, DATED 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 2681, 2682, 2683, 2684, 2685, 2686, 2687, 2688, 2689, 2690, 2691, 2692, 2693, 2694, 2695, 2696, 2697, 2698, 2699, 2700, 2701, 2702, 2703, 2704, 2705, 2706, 2707, 2708, 2709, 2710, 2711, 2712, 2713, 2714, 2715, 2716, 2717, 2718, 2719, 2720, 2721, 2722, 2723, 2724, 2725, 2726, 2727, 2728, 2729, 2730, 2731, 2732, 2733, 2734, 2735, 2736, 2737, 2738, 2739, 2740, 2741, 2742, 2743, 2744, 2745, 2746, 2747, 2748, 2749, 2750, 2751, 2752, 2753, 2754, 2755, 2756, 2757, 2758, 2759, 2760, 2761, 2762, 2763, 2764, 2765, 2766, 2767, 2768, 2769, 2770, 2771, 2772, 2773, 2774, 2775, 2776, 2777, 2778, 2779, 2780, 2781, 2782, 2783, 2784, 2785, 2786, 2787, 2788, 2789, 2790, 2791, 2792, 2793, 2794, 2795, 2796, 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DESCRIPTION OF PROJECT

512 WASHINGTON STREET

Essex County Habitat for Humanity (the "Applicant") is a nonprofit organization that helps families build and improve places to call home. They believe affordable housing plays a critical role in strong and stable communities and that everyone deserves a decent place to live. Unfortunately, 1 in 4 families pay 50% or more of their income on housing and therefore cannot contribute to the community or build a future. With affordable homeownership, families are able to achieve the strength, stability, and independence they need to build a better life for themselves and for their families.

The Applicant is requesting a Special Permit from the City Council so that they may continue their mission at 512 Washington Street by renovating the existing house on the property and dividing it into three (3) affordable housing units. The existing dilapidated garage on the property will be torn down. The Applicant then proposes to build a duplex on either side of the existing house, adding an additional four (4) affordable housing units to the property. Once complete, the entire property consisting of a total of seven (7) residential units will be converted to condominiums. There will be a provision within the condominium documents, as well as restrictions in each of the deeds, stating that every unit shall perpetually be defined as affordable housing. Each unit will then be sold to qualified low-income home buyers.

DOWNEY LAW GROUP LLC

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June 5, 2026

Haverhill City Council
Haverhill City Hall
4 Summer Street
Haverhill, MA 01830

Re: Zoning Opinion Letter
512 Washington Street, Haverhill, MA 01832

Ladies and Gentlemen:

As counsel for Essex County Habitat for Humanity (the "Applicant") in connection with an application for Special Permit for proposed improvements on real estate known as 512 Washington Street, Haverhill, Essex County, Massachusetts ("the Premises").

In connection with this opinion, we have examined the following documents:

- (1) "Zoning Ordinance of the City of Haverhill, Massachusetts" (the "Bylaw"), and the Zoning Map (the "Zoning Map") incorporated in the Bylaw;
- (2) Legal Memorandum filed by counsel for the Board of Appeals Application by the Borrower (attached hereto);

The Property is situated in a High-Density Residential Zoning District (RH). Per the Bylaw, Chapter 255, what the Applicant is proposing is defined as "dwelling, multifamily." §8.2 of the Bylaw specifically addresses the allowance of multifamily dwellings in the RH district. It allows multifamily dwellings by Special Permit issued by the City Council, provided that all conditions outlined in §8.2.2 are met.

Conditions for Eligibility Under §8.2.2:

- 1) The development shall be served by both public water and sewerage systems.

This project will be served by public water and sewer.

- 2) The maximum continuous length of any building facade in any one direction shall not exceed 200 feet, and for attached dwellings (townhouses or row house), the minimum number of units in a row shall be three and a maximum of 10 units (but not to exceed 200 feet). There shall be a minimum of 40 feet between buildings or townhouse rows.

The project does not propose attached dwellings, but instead proposes three (3) detached structures, none of which have a façade exceeding 200 feet.

A Variance from the Board of Appeals for the requirement of a minimum of 40 feet between buildings has been granted.

- 3) The plan and the roadway and respective utility improvements in the tract shall be subject to the definitive plan and performance guaranty requirements of the Rules and Regulations Governing the Subdivision of Land in the City of Haverhill, Massachusetts.

This project does not involve the subdivision of any land. It is one lot that will contain "dwelling, multifamily" as defined by the Bylaw. Therefore, this requirement is not applicable.

- 4) The services of a consultant to act as a Clerk of the Works, directly responsible to the City Engineer, to assure that proper construction practices are implemented according to any standards or procedures set forth by the City Council as a condition for the issuance of the required special permit and according to the subdivision plans and specifications approved by the Planning Board, shall be required, upon the written recommendation of the City Engineer, for any multifamily development where new roadway and/or utility systems are required. Said Clerk shall be selected and reimbursed as outlined within § 10.7.

This project does not involve the construction of a new roadway or utility systems; therefore this requirement is not applicable.

- 5) The developer shall install street identification signs on all rights-of-way and drives within the development. Said signs shall be in place upon completion of final paving of each respective way or drive.

This project does not involve the construction of any new roadways; therefore this requirement is not applicable.

- 6) The developer shall install streetlighting on all rights-of-way and drives within the development. The lighting shall be in place prior to paving of each respective way or drive.

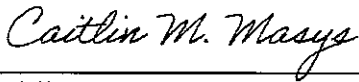
This project does not involve the construction of any new roadways; therefore this requirement is not applicable.

Based on the foregoing, it is our opinion that the proposed project on the Premises consisting of an existing historical house being renovated into a three-unit building, and the construction of a duplex on either side of the existing house, adding an additional four (4) housing units to the Property is allowed under the Bylaw with the requisite approved Variances by the Board of Appeals and the requisite approved Special Permit to be issued by the City Council. Upon issuance of those approvals and the proper recording thereof, this project complies with all provisions of the Bylaw.

This letter is being furnished to you for your use and the use of your other City departments and is not to be disseminated, reproduced or relied upon by any other person or entity without our prior written consent, except as may be required by any federal, state or local agencies, departments or offices. The limitations herein expressed are an integral part of this opinion, and no opinions on other matters not expressly stated herein are intended, nor should they be inferred.

Very truly yours,

DOWNEY LAW GROUP LLC

A handwritten signature in cursive script that reads "Caitlin M. Masys". The signature is written in dark ink and is positioned above a horizontal line.

Caitlin M. Masys, Esq.



Document 92-B

CITY OF HAVERHILL

In Municipal Council October 1 2024

HAVERHILL CITY CLERK SEP 27/24 PM 3:22

Ordered:

CITY COUNCIL

RULES AND REGULATIONS FOR SPECIAL PERMITS

AMENDMENT AND REPLACEMENT OF RULES AND REGULATIONS FOR WHEN THE CITY COUNCIL SITS AS A SPECIAL PERMIT GRANTING AUTHORITY

BE IT ORDERED by the City Council of the City of Haverhill that following Rules and Regulations amend and replace the Rules and Regulations for Special Permits for instances when the City Council sits as a Special Permit Granting Authority that were accepted by the City Council on September 17, 2024.

**City of Haverhill, MA
CITY COUNCIL
Rules and Regulations for Special Permits**

Section 1: Purpose and Scope

1. **Purpose:** The purpose of these regulations is to establish a consistent process for the application, review, and approval of special permits within the City of Haverhill, ensuring that developments meet community standards and are in harmony with the public interest.
2. **Scope:** These regulations apply to all special permits required under the Zoning Ordinance or any other applicable city ordinance.

Section 2: Definitions

1. **Special Permit:** A discretionary approval granted by the designated permitting authority that allows a specific use or activity on a property, which is not allowed by right under the zoning ordinance but may be permitted under certain conditions.
2. **Special Permit Granting Authority: (CITY COUNCIL):** The board designated by the city's zoning ordinance to issue special permits,

Section 3: Application Process

1. **Pre-Application Conference:** Applicants are encouraged to meet with the SPGA and city planning staff before submitting a formal application to discuss the proposal, review applicable regulations, and identify potential issues.
2. **Application Submission:**
 - o Applications must be submitted to the SPGA on forms provided by the city on its website cityofhaverhill.com.

- A complete application includes a narrative description of the proposed use, site plans, traffic studies (if applicable), environmental impact assessments, and any other required documentation as set forth on the application page.
- The application must address, specifically, each of the general Special Permit criteria under section 10.4.2 of the Ordinance as well as the specific special permit criteria of the section for which the permit is being applied (See section 4 below).
- The application must specifically cite to the section of the Ordinance under which the Special Permit is being applied.
- All applications must include the following:
 1. The application must be accompanied by a filing fee, as established by the City Council.
 2. The perimeter dimensions of the lot; Assessor's Map, lot and block numbers
 3. All existing and proposed buildings, structures, building setbacks, parking spaces, driveway openings, distance between buildings, plan view exterior measurements of individual buildings, driveways and service areas and open areas.
 - 4 Internal roads, sidewalks, and parking areas (width dimensions of paving and indication of number of parking spaces).
 - 5 All facilities for sewage, refuse, and other waste disposal and for surface water drainage.
 - 6 All proposed landscaping features, such as fences, walls, planting areas and walks on the lot and tract.
 - 7 Existing major natural features including streams, wetlands and all trees six inches or larger in caliper (caliper is girth of the tree at approximately waist height).
 - 8 Zoning, scale and North arrow (minimum scale of one inch equals 100 feet).
 - 9 Total site area in square footage and acres to area to be set aside as public open space, if appropriate.
 - 10 Percentage of lot coverage (including the percentage of lot covered by buildings) and percentage of open space, if appropriate.
 - 11 The proposed residential density in terms of dwelling units per acre and types of proposed commercial uses in terms of respective floor area, and recreation areas, and number of units proposed by type: number of one-bedroom units, two-bedroom unit, etc., if appropriate.
 - 12 Location sketch map (indicate surrounding streets to properties and any additional abutting lands owned by the applicant).
 - 13 Developer's (or his representative's) name, address and phone number.
 - 14 Any other information which include traffic, school, utilities and impact studies deemed necessary the City Council as special permit granting authority (SPGA) in order to adequately evaluate the scope and potential impacts of the proposed project.

- The SPGA retains the right to reject any application which is incomplete.

3. Public Notice:

- Upon receiving a complete application, the SPGA will schedule a public hearing and provide notice to abutters within 300 feet of the property, as well as publish the notice in a local newspaper at least 14 days prior to the hearing.
- The notice must include a brief description of the proposal, the location, and the time and place of the hearing.

Section 4: Review Criteria

The SPGA retains the right to reject as incomplete, any application which does not address the applicable Review Criteria.

General Criteria: General Special Permit Criteria

1. As required by the Special Permit criteria section of the Zoning Ordinance (Section 10.4.2), in order to grant a Special Permit, a Special Permit Granting Authority must make a written determination "that the proposed use or structure(s) shall not cause substantial detriment to the neighborhood or the City, taking into account the characteristics of the site and of the proposal in relation to that site." Under Section 10.4.2, "[i]n addition to any specific factors that may be set forth in th[e] [zoning] chapter, such determination shall include consideration of each of the following:
2. Community needs served by the proposal;
3. Traffic and pedestrian flow and safety, including parking and loading;
4. Adequacy of utilities and other public services;
5. Neighborhood character and social structures;
6. Impacts on the natural environment; and
7. Potential fiscal impact, including impact on City services, tax base, and employment."

Specific Findings Under Zoning Ordinance Section 10.4.2

8. - Community needs served by the proposal
9. *[Describe how community needs are/are not served by the proposed project, identifying specific information or documents which is/are included or missing from the materials submitted by the applicant]*
10. - Traffic and pedestrian flow and safety, including parking and loading
11. *[Describe how traffic and pedestrian flow and safety are/are not accounted for in the proposal, identifying specific information or documents which is/are included or missing from the materials submitted by the applicant, as well as expert reports, peer review, or reports from one or more departments]*
12. - Adequacy of utilities and other public services
13. *[Describe how the proposal provides/fails to provide adequate utilities and public services, identifying specific information or documents which is/are included or missing from the materials submitted by the applicant, as well as expert reports, peer review, or reports from one or more city departments]*
14. - Neighborhood character and social structures
15. *[Describe how the proposal is/is not consonant with neighborhood character and social structures]*
16. - Impacts on the natural environment

17. *[Describe the project's impact on the natural environment]*
18. - Potential fiscal impact, including impact on City services, tax base, and employment
19. *[Describe the project's fiscal impacts]*

Specific Criteria: Specific Findings Under Zoning Ordinance Section 6.3.3

20. *[These standards apply to special permit applications for development review under*
21. *Section 10.1.4 for multifamily, nonresidential or mixed use – omit this section if not applicable]*
22. Zoning Ordinance Section 6.3.4 provides exemptions for the following: (a) emergency responses performed by a private entity or a public agency and fire or burglar alarms; (b) municipal uses and structures, including schools; and (c) parades, fairs, or outdoor entertainment between the hours of 7:00 a.m. and 11:00 p.m. so long as the City Council has granted a permit for not more than 10 days. Here, the proposed use *[is/is not]* exempt for the following reasons:

[If the use is exempt, omit the remaining analysis]

23. The City Council makes the following findings with respect to the standards set forth in Zoning Ordinance Section 6.3.3 regarding lighting, noise, landscaping, stormwater management, site development standards, pedestrian and vehicular access, traffic management, aesthetics, utilities, and the City's general standards:
24. Lighting. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(1)]*
25. Noise. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(2)]*
26. Landscaping. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(3)]*
27. Stormwater Management. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(4)]*
28. Site Development Standards. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(5)]*
29. Pedestrian and Vehicular Access/Traffic Management. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(6)]*
30. Aesthetics. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(7)]*

31. Utilities/Security/Emergency Systems. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(8)]*
32. Other General Standards. *[Explain, with explicit reference to the Application, peer review, and other documents/evidence/materials in the record why the project does/does not meet the standards set forth in Section 6.3.3(9)]*

Section 5: Public Hearing and Decision

1. Public Hearing:

- The SPGA will hold a public hearing on the application, allowing the applicant, city officials, and the public to present evidence and testimony.
- The hearing may be continued to future dates as needed to gather additional information or allow for revisions to the proposal.

2. Decision:

- The SPGA must issue a written decision within 90 days of the close of the public hearing.
- The decision shall include findings of fact, conditions of approval (if any), and the rationale for the decision.
- The SPGA may impose conditions to mitigate any potential adverse impacts, ensure compliance with applicable regulations, or require performance bonds or other financial guarantees.

3. Appeals:

- Any party aggrieved by the decision of the SPGA may appeal to the Massachusetts Land Court or Superior Court within 20 days of the decision being filed with the City Clerk.

Section 6: Permit Expiration and Modification

1. Expiration:

- Special permits shall expire two years from the date of issuance unless substantial use or construction has commenced, or an extension is granted by the SPGA.
- Applicants may request an extension in writing, stating the reasons for the delay and the status of the project.

2. Modification:

- Any modification to a project granted a special permit requires review and approval by the SPGA. Minor modifications may be approved administratively, while significant changes require a new public hearing. If the administrative staff is unable to determine if a modification is minor or major, the SPGA retains the authority to so decide.

Section 7: Enforcement

1. Enforcement:

- The City's Building Inspector or other designated enforcement officer shall monitor compliance with the terms and conditions of the special permit.
- Violations may result in fines, orders to cease operations, or other enforcement actions as provided by law.

2. Cease and Desist:

- The SPGA may request the Building Inspector issue a cease and desist in order for the SPGA to determine what actions might be required to enforce the permit including possible ongoing cessation of work or issuance of fines in accordance with the Ordinance, following notice to the permit holder and a public hearing, if the permit holder fails to comply with the conditions of approval or engages in activities not authorized by the permit.

Section 8: Fees

1. Application Fee:

- Fees for special permit applications shall be set by the City Council and may vary based on the complexity and scale of the proposed use.

2. Consultant Fees:

- The SPGA may require the applicant to cover the cost of independent consultants needed to review technical aspects of the application (e.g., traffic, environmental impact) and shall require payment all in accordance with G.L. c. 44 sec 53G.

Section 9: Severability

1. Severability:

- If any section, clause, or provision of these regulations is found to be invalid or unenforceable by a court of law, such decision shall not affect the validity of the remaining portions of these regulations.

Final Notes

These rules and regulations are designed to provide a structured and transparent process for considering special permits in Haverhill, ensuring that all development meets the city's standards and supports the community's well-being.

ROBERT D. HARB
ATTORNEY AT LAW
40 KENOZA AVENUE
HAVERHILL, MASSACHUSETTS 01830

TEL: (978) 373-5611
FAX: (978) 373-7441
EMAIL: bobharb@aol.com

February 4, 2025

City Council
City of Haverhill
4 Summer Street
Haverhill, MA 01830

Special Permit Application-76 Summer Street, Haverhill, MA
City Council Rules and Regulations for Special Permits Information Required

General Criteria: General Special Permit Criteria

1. As required by the Special Permit criteria section of the Zoning Ordinance (Section 10.4.2), in order to grant a Special Permit, a Special Permit Granting Authority must make a written determination "that the proposed use or structure(s) shall not cause substantial detriment to the neighborhood or the City, taking into account the characteristics of the site and of the proposal in relation to that site." Under Section 10.4.2, "[i]n addition to any specific factors that may be set forth in th[e] [zoning] chapter, such determination shall include consideration of each of the following:
2. Community needs served by the proposal.
3. Traffic and pedestrian flow and safety, including parking and loading.
4. Adequacy of utilities and other public services
5. Neighborhood character and social structures
6. Impacts on the natural environment, and
7. Potential fiscal impact, including impact on City services, tax base, and employment.

Specific Findings Under Zoning Ordinance Section 10.4.2

- 8: Community needs served by the proposal.
- 9: Department of Mental Health has reviewed the need for the expansion project, which is proposing to add (24) beds to an existing (71)-bed facility for a total of 95 beds and has provided provisional approval based on assessed need. See attached letter from DMH. In 2024, Haverhill Pavilion deflected 1,354 geriatric referrals. Our current geriatric unit operated at a 97.1% occupancy rate in 2024.
- 10: Traffic and pedestrian flow and Safety, including parking and loading.
- 11: Careful attention has been given to traffic flow and pedestrian safety in this development plan. As part of the expansion, the design will update the facility to meet the latest ADA standards for parking and include an additional van-accessible handicap parking space. The main parking lot will

remain functional and largely unaffected by the project scope. Similarly, the rear asphalt area, primarily used for ambulance drop-offs and deliveries, will see minimal changes, with the addition of a new ambulance drop-off area incorporated into the expansion. These details are outlined in the provided site plan filed with this Application (see Sheet C5.0)

- 12: Adequacy of utilities and other public services.
- 13: The existing building is already connected to domestic water, fire service, and city sanitary systems, so no major utility extensions are required for this project. Independent sewer, fire, and sanitary connections will be established for the new building, all of which are detailed on the site plan and will be further coordinated with development services. The proposed site plan fully complies with Section 6.3.3(8) concerning utilities, security, and emergency systems, ensuring all new connections meet city standards without the need for special approvals. City Departments have raised no concerns about utility availability at this time, and the parcel's central location within the city provides ample utility access on all three sides. This favorable positioning allows for seamless integration of the expansion into existing infrastructure, minimizing disruptions and ensuring efficient service delivery. The project team will continue to collaborate closely with development services to confirm that all utility connections align with the city's expectations and requirements.
- 14: Neighborhood character and social structures.
- 15: The proposed addition is consonant with neighborhood character and social structures, as it will match the existing facility in materials and massing and represents no substantive change in the use or operation of the existing facility. The new addition will marginally increase the percentage of open space on the site and the replacement of asphalt with grass and landscaping will improve sightlines of existing parking. Unsightly elements such as dumpsters and a trash compactor will be shielded to the interior of the site, and the new emergency generator will be shielded on all sites by a concrete masonry unit enclosure finished with materials to match the existing building exterior. Applicant has met with the neighbors and reviewed this Application with them prior to submission. Property used to contain a 122 bed rehabilitation hospital.
- 16: Impact on natural environment.
- 17: There are no expected impacts to the natural environment as a consequence of this project. The new addition will marginally increase the percentage of open space on the site, and the replacement of asphalt with grass and landscaping will increase permeable areas, allowing for improved natural rainwater infiltration.
- 18: *Potential fiscal impact, including impact on City services, tax base, and employment.*
- 19: *This project will have no impact on city services. It is believed that this project will increase the tax base. No impact on schools.* Haverhill Pavilion will increase its staffing to operate the additional beds. This will create employment opportunities for both clinical and non-clinical staff.

Specific Findings Under Zoning Ordinance Section 6.3.3

- **Lighting:** The proposed lighting for this project will comply with city standard 6.3.3(1). The existing lot lighting will remain largely unchanged, with the addition of wall packs on the new building. These wall packs will be mounted at a maximum height of 15 feet and designed as full-cutoff fixtures to ensure no light is directed outward, minimizing glare and maintaining a focused, compliant lighting environment where required on site.
- **Noise:** The project will comply with city standard 6.3.3(2) as it pertains to noise. Construction will abide by the restrictions set forth in Chapter 182 of the Haverhill Code and 310 CMR 7.10 of the Department of Environmental Protection's regulations. The project's new emergency generator has been placed away from the lot line and has a built-in muffler to mitigate noise. This generator will be shielded on all sites by a concrete masonry unit enclosure to further mitigate noise. An existing

dumpster located on the periphery of the site will be moved to a courtyard shielded on three sides by building, which will reduce noise at times of refuse collection.

- **Landscaping: 6.3.3 (3) Screening and buffer area in I or C Districts.** A screening and buffer area shall be required in any I or C District which adjoins or abuts an R or S District at the side or rear of the property. This screening must consist of any one of, or some combination of, the following:
(1) A solid fence or wall not less than six feet in height. A fence presently exists along the west side of the building. Additional screening was provided in the northeast corner based on request from neighboring property owners at a neighborhood review meeting.
- **Stormwater Management:** The proposed stormwater plan will comply with city standard 6.3.3(4), as detailed in the provided site plan. The design ensures that post-construction peak flow rates will match pre-construction conditions, supported by preliminary calculation tables. Additionally, the replacement of asphalt with grass and landscaping will increase permeable areas, allowing for improved natural rainwater infiltration. The existing on-site storm line will be expanded to accommodate the new building while maintaining its current outfall to the city sewer beneath Sumer Street. All necessary Erosion Prevention and Sediment Control (EPSC) measures will be implemented during construction to minimize sediment displacement, protect nearby waterways, and maintain compliance with city regulations.
- **Site development Standards:** The proposed development plan complies with all site development standards outlined in Section 6.3.3(5). The area of disturbance has been carefully minimized to accommodate the building addition, ensuring the new footprint aligns seamlessly with the existing hospital facility. This thoughtful approach preserves the functionality of the site while reducing disturbance and maintaining accessibility for patients, staff, and visitors. Furthermore, new landscaping will be introduced to enhance the hospital grounds that also support improved stormwater management, soil stability, and sustainability, while adhering to city standards for healthcare facilities.
- **Pedestrian and Vehicular Access/Traffic Management:** As stated careful attention has been given to traffic flow and pedestrian safety in this development plan ensuring adherence to Section 6.3.3(6). The facility has operated in this capacity for an extended period without any reported issues related to traffic management or vehicular access. Pedestrian traffic and parking will continue to be located at the front, while ambulances and deliveries will be directed to the rear, maintaining separation of these traffic elements. The site currently has an excess of approximately 100 parking spaces, so the removal of the upper parking lot will not impact on the availability of parking for staff and patients, remaining within code requirements. Detailed parking requirements are outlined in the "Site Data Table" on sheet C0.0. Haverhill Pavilion plans on hiring an estimated (30) new staff members to facilitate the operations of the new unit. This increase in staff numbers does not trigger the need of a traffic study. Parking lot is within code for the proposed bed increase.
- **Aesthetics:** The proposed design of the building addition complies with the neighborhood compatibility requirement outlined in Section 6.3.3(7). The building addition will closely match the front façade of the existing facility in materials and massing, and will shield older and less-harmonious elements of the facility.
- **Utilities/Security/Emergency Systems:** The existing building is already connected to domestic water, fire service, and city sanitary systems, so no major utility extensions are required for this project. Independent sewer, fire, and sanitary connections will be established for the new building, all of which are detailed on the site plan and will be further coordinated with development services. The

proposed site plan fully complies with Section 6.3.3(8) concerning utilities, security, and emergency systems, ensuring all new connections meet city standards without the need for special approvals. City development services have raised no concerns about utility availability at this time, and the parcel's central location within the city provides ample utility access on all three sides. This favorable positioning allows for seamless integration of the expansion into existing infrastructure, minimizing disruptions and ensuring efficient service delivery. The project team will continue to collaborate closely with development services to confirm that all utility connections align with the city's expectations and requirements.

- Other General Standards: The proposed expansion will cause no substantive change in the current facility's compliance with Section 6.3.3(9). The expansion will not be conducted in a manner as to emit any dangerous, noxious, injurious or otherwise objectionable fire, explosion, radioactive or other hazard; noise or vibration, smoke, dust, odor or other form of environmental pollution; electrical or other disturbance; glare; liquid or solid, refuse or wastes; conditions conducive to the breeding of insects, rodents or other substance, conditions or element in an amount as to affect adversely the surrounding environment. All operations shall be conducted in such a manner so as to comply with the laws of the Commonwealth of Massachusetts regulating air pollution.

Based upon all of the above as well as all the plans and other documents filed with this Application, Applicant believes this Petition meets all the following requirements under Chapter 255 Section 10.4.2 for a Special Permit:

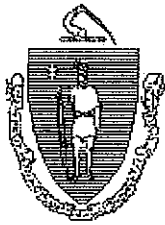
- A. The proposed addition will not cause substantial detriment to the neighborhood or the City taking into account the characteristics of the site (its size, location, and existing structure) and the proposal in regard to this site. The Lot currently exists. The Site has an existing structure/use, and the additional will not be detrimental to the neighborhood. No objections to this project were received during Pre-development Review.
- B. Community needs for additional psychiatric beds is served by this proposal. The increased beds have already been approved by the Department of Mental Health. See the letter attached.
- C. Traffic and pedestrian flow and safety have been addressed and required parking for a 95 bed facility is being provided. See Site Plan filed with this Application.
- D. Adequate utilities and other public services are all supplied for this project. Property is on city water and sewer.
- E. The neighborhood character and structures have been addressed in the architectural designs of this project. The addition fits this lot and will fit in the neighborhood.
- F. There will be no impact to natural environment.
- G. The project will increase the city's tax base, supplies greatly needed psychiatric beds, and has no adverse impact on City services or City Schools.

Wherefore, the Petitioner would request that the Council approve this Special Permit.

Respectfully submitted.



Robert D. Harb
Attorney For Applicant



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Mental Health
25 Staniford Street
Boston, Massachusetts 02114-2575

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

KATHLEEN E. WALSH
Secretary

BROOKE DOYLE
Commissioner

(617) 626-8000
www.mass.gov/dmh

March 4, 2024

Felicia Risick
Division President Acadia
Haverhill Pavilion
76 Summer Street
Haverhill, MA 01830

Ms. Risick:

The Department of Mental Health (DMH) has reviewed and is providing provisional approval for a twenty-four (24) bed expansion to the current Haverhill Pavilion Behavioral Health located at 76 Summer Street, Haverhill.

The proposed expansion is to construct a new twenty-four (24) bed geriatric unit. The current twenty-one (21) geriatric unit will be converted to an adult unit once the newly constructed twenty-four (24) bed geriatric unit is completed and opened. Upon completion of the proposed twenty-four (24) bed geriatric unit, Haverhill Pavilion Behavioral Health will have a total of ninety-five (95) beds. Seventy-one (71) general adult beds and twenty-four (24) geriatric beds.

Please feel free to share this with interested parties and do not hesitate to email or call if you have questions on this or related matters.

Please ensure that there is ongoing communication with DMH on the progress of your construction project and any changes that may need to be made to the conceptual design drawing that was submitted and discussed with the Licensing team on February 22, 2024.

Once the expansion project is completed it will be necessary for Haverhill Pavilion to submit an application for licensing of the new twenty-four (24) geriatric beds.

Sincerely,

Martha M. Ryan, JD, MSN, RN
Assistant Commissioner for Clinical and Professional Service/ Director of Licensing

cc: Jeff Lenar, Chief Executive Officer, Haverhill Pavilion Behavioral Health

DOWNEY LAW GROUP LLC

ATTORNEYS AT LAW

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Topsfield, MA 01983
978-887-1000

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James P. Cleary III, Esq. Of Counsel
Joseph A. Cleary, Esq. Of Counsel

June 25, 2026

City Council
City of Haverhill
4 Summer Street
Haverhill, MA 01830

Special Permit Application – 512 Washington Street, Haverhill, MA Required Information

As required by the Special Permit criteria section of the Zoning Ordinance (Section 10.4.2), in order to grant a Special Permit, a Special Permit Granting Authority must make a written determination "that the proposed use or structure(s) shall not cause substantial detriment to the neighborhood or the City, taking into account the characteristics of the site and of the proposal in relation to that site." Under Section 10.4.2, "[i]n addition to any specific factors that may be set forth in th[e] [zoning] chapter, such determination shall include consideration of each of the following: Community needs served by the proposal; Traffic and pedestrian flow and safety, including parking and loading; Adequacy of utilities and other public services; Neighborhood character and social structures; Impacts on the natural environment; and Potential fiscal impact, including impact on City services, tax base, and employment."

Specific Findings Under Zoning Ordinance Section 10.4.2

1. Community needs served by the proposal: The Haverhill community is required by the Commonwealth of Massachusetts to make a specific number of affordable housing units available for the low-income population. This project will move Haverhill closer to the required figure by providing seven (7) units of housing for low-income households giving them home ownership opportunities that would otherwise not be available. There will be a provision within the condominium documents, as well as restrictions in each of the deeds, stating that every unit shall perpetually be defined as affordable housing. Each unit will then be sold to qualified low-income home buyers.

The Washington Street area, where this project is located, is one of 8 sections of Haverhill identified as Areas for Targeted Growth in Vision 2035 and labeled as a "Village Center." The proposal before you today fits directly into that Vision. In fact, if the City had already implemented the proposed zoning changes in Vision 2035, this project would be just one (1) 8 INCH variance away from being allowed as of right.

There is a housing crisis plaguing our community. Haverhill has made great attempts to tackle this problem head-on by allowing for the large developments currently under construction. However, there is a still need for housing for those considered low-income. By granting the requested Special Permit, which will have a minimal impact on the immediate neighborhood, the Council can make great strides in addressing the housing crises without “overdeveloping” and straining public resources.

2. Traffic and pedestrian flow and safety, including parking and loading: Garage and off-street parking that complies with all zoning requirements is provided for each housing unit. There is a sidewalk for pedestrian passage on both sides of Washington Street. Also, this is a residential project, so “loading” is not a concern.

The impact on traffic, pedestrian flow and safety will be limited to that which customarily accompanies a new curb cut for turning off of the Street.

3. Adequacy of utilities and other public services: The project will be served by City water, city sewer, city trash and recycling services. All of these services are already part of the existing infrastructure of the area, as it is already densely populated. This project does not involve the construction of a new roadway or utility systems.

As an added bonus, the project location is close to both existing commuter rail stations as well as the downtown MEVA bus depot.

4. Neighborhood character and social structures: The purpose of a high-density residential zone, in which this project is located, is to maximize the number of dwelling units in a small area. The neighborhood of the proposed project is in the beginning stages of a revitalization. This neighborhood is on its way to becoming a really great location to live in the City. The proposal before you today fits squarely within the definition of an urban planning term known as “infill housing.” Infill housing is the rededication of land in an urban environment to new construction. It is widely considered an economical use of existing infrastructure and a remedy for urban sprawl, especially as part of a smart growth master plan. Haverhill’s Vision 2035 master plan places a huge emphasis on smart growth.
5. Impacts on the natural environment: There will be limited impact on the natural environment as a result of this project. The existing historical main structure on the property will remain and be fully renovated. There is an existing, dilapidated and hazardous garage on the property that will be torn down. In it’s place will be one of the proposed duplexes. There may be some trees that do need to be taken down as part of construction, however, the Applicant is committed to minimizing removal and prioritizing mature trees and shrubs that pose no safety issues.

The entire rear of the lot will actually remain naturally undisturbed, as there is are no plans to expand deeper into the lot than what already exists today.

6. Potential fiscal impact, including impact on City services, tax base, and employment: The project will increase the tax base for the City. This is currently taxed as single family home. Once complete it will become seven (7) separately assessed condominium units. Any impact on City services or schools will be more than made up for by this additional tax collection.

Specific Findings Under Zoning Ordinance Section 6.3.3

Findings under Section 6.3.3 are not applicable to this project as it is a residential, multi-family containing less than ten (10) units.

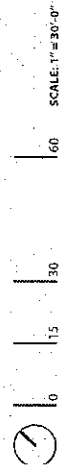
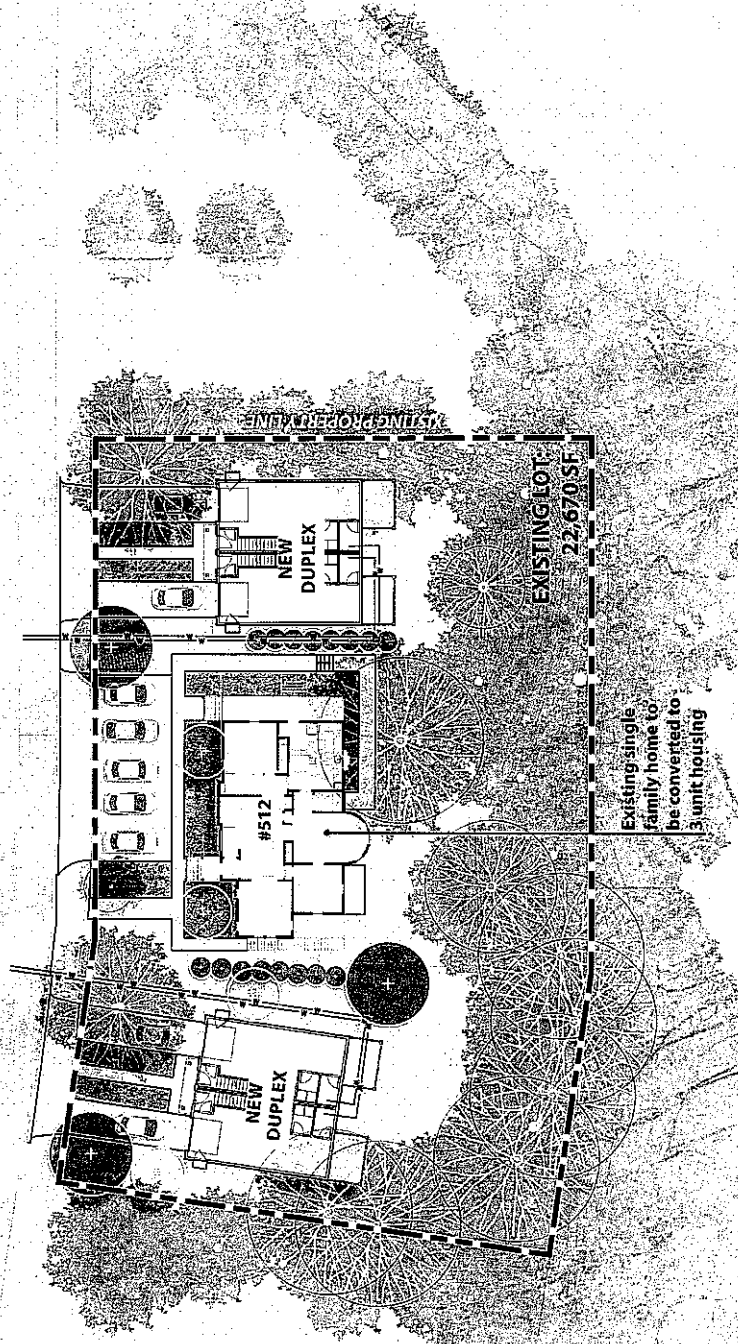
Very truly yours,

DOWNEY LAW GROUP LLC

Caitlin M. Masys

Caitlin M. Masys, Esq.

CONCEPT DESIGN | 7 UNITS



512 WASHINGTON STREET - HAVERHILL, MA
APRIL 16, 2026

PCA

Tighe & Bond

Habitat
for Humanity



Haverhill

Economic Development and Planning
Zoning Board of Appeals
Phone: 978-374-2330

NOTICE OF DECISION

You are hereby notified of the decision of the Zoning Board of Appeals on the application of:

Permit Number: BOA-26-9

Applicant: Essex County Habitat for Humanity

Owner: Essex County Habitat for Humanity

Site Location: 512 Washington St, Haverhill, MA 01832

Assessors' Map Block Lot: 504, 245, 3

Relief Requested: Owner proposes to renovate the existing house on the property and divide it into 3 affordable housing units. The garage on the property will be torn down. Owner then proposes building a duplex on either side of the existing house adding an additional 4 affordable housing units to the property. Once complete, the entire property consisting of 7 units will be converted to condominiums that will have provisions within the condominium documents stating that each of the 7 units shall perpetually be defined as affordable housing. Each Unit will then be sold to qualified low-income home buyers.

Application Filing Date: April 15th, 2026

Public Hearing Date: May 20th, 2026

Deed of the property recorded: Book: 43285

Page: 146

Board's Decision by vote to GRANT/DENY said application:

Board Members Present: Chairman George Moriarty, Member Lynda Brown, Members Ted Vathally, Member Michael Soraghan and Member Louise Bevilacqua.

Board Members Votes: Member Bevilacqua: Yes. Member Brown: Yes. Member Vathally: Yes (meets the criteria for variance 255-10.2.2 paragraph 2). Member Soraghan: Yes. Chairman Moriarty: Yes.

Facts Presented:

The applicant seeks to construct multifamily dwellings on the property and will seek a special permit from City Council. Borders RU zone, located in the RH zoning district. Owned by Essex County Habitat for Humanity. This property has been vacant for quite some time after being foreclosed on; a philanthropist who purchased the lot is doing a service for our community with this. It was stated the project aligns with vision 2035. Variances are for lot area (22,670 sf where 68,000 sf is required, side yard setback (10 ft 1 in. and 9 ft 5 in. where 20 ft is required), separation of building (19 ft 4 in. and 23 ft 0.5 in. where 50 ft is required) from Note 13 of Ch. 255 Attachment 2 Appendix B, separation of building (19 ft 4 in. and 23 ft 0.5 in. where 40 ft is required) from Ch. 255 Section 8.2.2(2) and lot depth of 120 ft when 200 ft is required.

The existing house will remain where it is and renovate it to become three affordable housing units. (Seven units: three in the existing, two in each duplex. There will be four garage spaces; the total parking spaces for the entire building is 13). The garage and shed located on either side of the current building will be removed to construct duplexes on either side with garages built underneath for parking. This will become a seven-unit condominium; resulting in seven affordable housing units in perpetuity, all of which will be regulated (land included). Restrictions will be posted in both the deeds and master deed to maintain the affordable nature of the property. This will be one lot, remain under common ownership as a condominium. The Board received many letters of support from neighbors and have only received positive feedback.

Findings:

The Board of Appeals specifically finds that owing to circumstances relating to the shape and topography of such land but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the ordinance would involve substantial hardship, financial or otherwise, to the petitioner or appellant, and that desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of such ordinance.

General Conditions:

1. Modifications to Approved Plans: The applicant, property owner and their successors or assigns (collectively "Applicant"), shall adhere to the above referenced and approved plans which are incorporated herein by reference. Should the Applicant determine that a plan(s) needs to be modified they shall notify the Building Commissioner of the proposed modifications in writing and obtain approval for said modifications from the Zoning Board of Appeals or Building Commissioner as set forth herein prior to making such modifications in the field. The Building Commissioner shall determine whether such modifications are minor or major (material) in nature. The Zoning Board of Appeals shall schedule a public hearing or review and approval of any change deemed major or material in nature to the permit originally issued. Any major or material alteration or changes to the plans shall require prior approval by the Zoning Board of Appeals. Minor changes may be approved in writing by the Building Commissioner without further review by the Zoning Board of Appeals. The determination as to whether an alteration of

change to plans is material or major and therefore subject to the Zoning Board of Appeals review shall be made at the discretion of the Building Commissioner.

2. Curb Cuts: Any new driveway opening or curb cuts that have egress to the public right of way must be approved by the City Engineer or Designee in advance of construction.
3. Fire Department and Utility Compliance: The Applicant shall be responsible for designing the utility's to meet City standards and ensuring compliance with the fire codes prior to commencing work under this permit.
4. Submission of As Built Foundation Plan: A copy of the as-built foundation plan shall be provided to the Building Department upon foundation completion.
5. Site Lighting: All lighting fixtures, including but not limited to, signage, building, parking lot, site decorative, and security shall feature cut off fixtures so that the lights are pointed downward reducing light pollution and glare onto abutting properties.
6. Hours of Construction: The Applicant shall take reasonable care not to disturb surrounding properties and property owners during construction. Construction work shall be limited to the hours of 7:00 am to 7:00 pm Monday – Saturday.
7. Submission of As-Built Site Plans: A copy of the as built site plans stamped by a professional engineer shall be submitted to the Office of Planning and Development at the completion of construction.
8. The Applicant shall record a copy of this decision at the Registry of Deeds and shall provide it to the Building Department prior to the issuance of a building permit.

BOA 26-9

An Appeal of this Decision shall be made pursuant to §17 of Chapter 40A and shall be filed with Superior or District Court within twenty (20) days after the date of filing of the above cited decision with the Office of the City Clerk. Procedural appeals shall be taken in accordance with §17 of Chapter 40A.

5-20-2026

[Signature]

DATE

CHAIRPERSON

Louise Bevilacqua

[Signature]

Ryan B

Bevilacqua

yes

Brown

yes

Vathally

yes

Soraghan

yes

Moraitz

yes

Granted

TRUE ATTEST COPY

Kaitlin M. Wright

CERTIFICATION OF DECISION

I, Kaitlin M. Wright Esposito City Clerk of the City of Haverhill, Massachusetts do hereby certify that twenty days have elapsed since the above referenced decision of the Board of Appeals, which was filed in the office of the City Clerk on June 24, 2024 and that no appeal has been filed with the City Clerk.

Kaitlin M. Wright Esposito
City Clerk
Haverhill, Massachusetts

NOTE: IF THE RIGHTS AUTHORIZED BY THIS VARIANCE AND FINDINGS OF THE BOARD OF APPEALS ARE NOT EXERCISED OR EXTENDED WITHIN ONE YEAR OF THE GRANT, SAID RIGHTS SHALL LAPSE.

	A	B	C	D	E	F	G	H	I	J	K
	ParcelID	StreetNum	AltStreetNm	StreetName	LocCity	CondoUnit	Owner1	BillingAddress	City	State	Zip
1	504-239-10	97	101	BEACH ST	HAVERHILL		K + L REALTY TRUST	10537 WEST HAMDEN AVE	LAS VEGAS	NV	89126
2	504-239-10A	488		WASHINGTON ST	HAVERHILL		SZMT JOHN I ETUX	488 WASHINGTON ST	HAVERHILL	MA	01832
3	504-239-4	771		WILSON ST	HAVERHILL		CAROL A GALLANT LIFE ESTATE	71 WILSON ST	HAVERHILL	MA	01832
4	504-239-6	89		WILSON ST	HAVERHILL		POLANCO JUAN JOSE GOMEZ	89-91 WILSON ST	HAVERHILL	MA	01832
5	504-239-7	77	79	BEACH ST	HAVERHILL		RD REAL ESTATE DEBT FUND II REO LLC	256 WEST 38TH, 15TH FL	NEW YORK	NY	10018
6	504-239-9	93	95	BEACH ST	HAVERHILL		METIVIER NORBERTO	95 BEACH ST, #2	HAVERHILL	MA	01832
7	504-242-1	42		HALL ST	HAVERHILL		BAEZ EDGAR A JR	42-44 HALL STREET	HAVERHILL	MA	01832
8	504-242-2	61	63	BEACH ST	HAVERHILL		BENITEZ MAIRA	61 BEACH ST	HAVERHILL	MA	01832
9	504-242-3	65		BEACH ST	HAVERHILL		DIFEO REALTY TRUST	314 PISCASSIC RD	NEWFIELDS	NH	03856
10	504-242-4	73		BEACH ST	HAVERHILL		MARK E BLAKE 2025 FAMILY TRUST	238 EAST RIDING DR	CARLISLE	MA	01741
11	504-242-6	34		HALL ST	HAVERHILL		GUERRERO VICTOR E ETUX	71 SALEM ST, APT D	LAWRENCE	MA	01843
12	504-242-7	38		HALL ST	HAVERHILL		HILL ALLEN E	14 FRANZ ROAD	SALEM	NH	03079
13	504-244-1	70	72	BEACH ST	HAVERHILL		MUSTAFA ANGEL R	70-72 BEACH ST	HAVERHILL	MA	01832
14	504-244-3	62	64	BEACH ST	HAVERHILL		FOURNIER BRAD T	18 MOCCASIN PATH	HAVERHILL	MA	01832
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30	504-244-8-207	11		VILA ST	HAVERHILL	207	MARTIN JESSICA M ETUX	11 VILA ST #207	HAVERHILL	MA	01832
31	504-244-8-301	11		VILA ST	HAVERHILL	301	32 VILA LLC	34 ESSEX ST	ANDOVER	MA	01810
32	504-244-8-302	11		VILA ST	HAVERHILL	302	32 VILA LLC	34 ESSEX ST	ANDOVER	MA	01810
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54	504-245-103	103		WILSON ST	HAVERHILL		MOUSSA NATALIE	101 WILSON ST	HAVERHILL	MA	01832
55	504-245-2	502	504	WASHINGTON ST	HAVERHILL		EDWARD COREN T	108 PETERBOROUGH ST	BOSTON	MA	02215
56	504-245-3	512		WASHINGTON ST	HAVERHILL		ESSEX COUNTY HABITAT FOR HUMANITY	14 PARK ST	DANVERS	MA	01923
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58	508-251-2	427		RIVER ST	HAVERHILL		KLEMM FAMILY LLC	4 MALL ROAD	SALEM	NH	03079
59	506-251-5	1501		WILSON ST	HAVERHILL		SITHOLE-BERK JULIET	150 WILSON ST	HAVERHILL	MA	01832

504-239-10	504-239-10A	504-239-4
K + L REALTY TRUST	SZMYT JOHN J-ETUX	CAROL A GALLANT LIFE ESTATE
10537 WEST HAMDEM AVE	488 WASHINGTON ST	71 WILSON ST
LAS VEGAS, NV 89126	HAVERHILL, MA 01832	HAVERHILL, MA 01832
504-239-6	504-239-7	504-239-9
POLANCO JUAN JOSE GOMEZ	RD REAL ESTATE DEBT FUND II REO LLC	METIVIER NORBERTO
89-91 WILSON ST	256 WEST 38TH, 15TH FL	95 BEACH ST, #2
HAVERHILL, MA 01832	NEW YORK, NY 10018	HAVERHILL, MA 01832
504-242-1	504-242-2	504-242-3
BAEZ EDGAR A JR	BENITEZ MAIRA	DIFEO REALTY TRUST
42-44 HALL STREET	61 BEACH ST	314 PISCASSIC RD
HAVERHILL, MA 01832	HAVERHILL, MA 01832	NEWFIELDS, NH 03856
504-242-4	504-242-6	504-242-7
MARK E BLAKE 2025 FAMILY TRUST	GUERRERO VICTOR E-ETUX	HILL ALLEN E
238 EAST RIDING DR	71 SALEM ST, APT D	14 FRANZ ROAD
CARLISLE, MA 01741	LAWRENCE, MA 01843	SALEM, NH 03079
504-244-1	504-244-3	504-244-8-001
MUSTAFA ANGEL R	FOURNIER BRAD T	SMITH JANIS ETUX
70-72 BEACH ST	18 MOCCASIN PATH	11 VILA ST #001
HAVERHILL, MA 01832	HAVERHILL, MA 01832	HAVERHILL, MA 01832
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ANDOVER, MA 01810	ANDOVER, MA 01810	ANDOVER, MA 01810
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34 ESSEX ST	34 ESSEX ST	11 VILA ST #207
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FERRARA JAMES
11 VILA ST #502
HAVERHILL, MA 01832

504-244-8-506
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34 ESSEX ST
ANDOVER, MA 01810

504-245-101
MOUSSA NATALIE
PO BOX 42
HAVERHILL, MA 01831

504-245-3
ESSEX COUNTY HABITAT FOR HUMANITY
14 PARK ST
DANVERS, MA 01923

506-251-5
SITHOLE-BERK JULIET
150 WILSON ST
HAVERHILL, MA 01832

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ANDOVER, MA 01810

504-244-8-305
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ANDOVER, MA 01810

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MOUSSA NATALIE
101 WILSON ST
HAVERHILL, MA 01832

504-245-4
MENDEZ JESUSA SANCHEZ
520 WASHINGTON ST
HAVERHILL, MA 01832

506-251-5A
COLLINS ETHEL E
156 WILSON ST
HAVERHILL, MA 01832

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ANDOVER, MA 01810

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34 ESSEX ST
ANDOVER, MA 01810

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34 ESSEX ST
ANDOVER, MA 01810

504-244-8-501
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34 ESSEX ST
ANDOVER, MA 01810

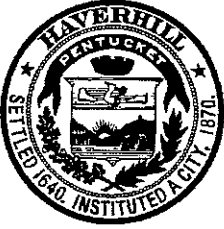
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EDWARD COREEN T
108 PETERBOROUGH ST
BOSTON, MA 02215

506-251-2
KLEMM FAMILY, LLC
4 MALL ROAD
SALEM, NH 03079

506-251-7
BAILES JOHN
166 WILSON ST
HAVERHILL, MA 01832

506-252-13 DONNA A SAKAKINI 2023 REVOCABL 176 WILSON ST HAVERHILL, MA 01832	506-252-15 RUTHERFORD SHIRLEY A 14 BOWLEY ST HAVERHILL, MA 01832	506-252A-11 HAMMOND MICHAEL TODD 528 WASHINGTON ST HAVERHILL, MA 01832
506-252A-13-121 PARSONS STEPHEN 121 WILSON ST HAVERHILL, MA 01832	506-252A-13-123 PICHARDO ALVARDO LUIS 123 WILSON ST HAVERHILL, MA 01832	506-252A-15-167 WILLETT MARY C 167 WILSON ST HAVERHILL, MA 01832
506-252A-15-169 ROMAN DANIEL-ETUX 169 WILSON ST HAVERHILL, MA 01832	506-252A-16 CAMARGO JOSE R-ETUX 179 WILSON ST HAVERHILL, MA 01832	506-252A-17-187 PANTALEON YOVANNY 187-189 WILSON ST HAVERHILL, MA 01832
506-252A-17-189 FLORES VICTOR GUADALUPE CASTRO 189 WILSON ST HAVERHILL, MA 01832	506-252A-9 KANN MICHAEL ETUX 536 WASHINGTON ST HAVERHILL, MA 01832	510-270-7C ALEXANDRE JEAN Y 529 WASHINGTON ST HAVERHILL, MA 01832
510-270-7D-1 LOPEZ JOSE MANUEL-ETAL 531 WASHINGTON ST HAVERHILL, MA 01832	510-270-7D-2 UPADHAYAYA ANUP 533 WASHINGTON ST HAVERHILL, MA 01832	510-271-1 RODRIGUEZ CESAR ETUX 485 WASHINGTON ST 1ST FL HAVERHILL, MA 01832
510-271-1A RAMOS DANIEL MORSE-ETAL 487 WASHINGTON ST HAVERHILL, MA 01832	510-271-2 PAEZ YENDRI BAUTISTA 491 WASHINGTON ST HAVERHILL, MA 01832	510-271-2A RODRIGUEZ JASON 495 WASHINGTON ST HAVERHILL, MA 01832
510-271-4 ADVANTAIRA TRUST, LLC 512 WASHINGTON ST HAVERHILL, MA 01832	510-271-6 ALMONTE EMMANUEL EVANGELISTA RAPOSO 1 KIMBALL AVE SALEM, NH 03079	510-271-7 RENAUD DAVID A ETUX 30 DAVIS ST HAVERHILL, MA 01832
556-1-1 CITY OF HAVERHILL 4 SUMMER ST HAVERHILL, MA 01830		



Haverhill

City Clerk's Office, Room 118
Phone: 978-374-2312 Fax: 978-373-8490
cityclerk@haverhillma.gov

July 20, 2026

PUBLIC HEARING

City Council Chambers, City Hall, Room 202, 4 Summer st

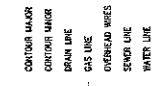
Notice is hereby given that a hearing will be held for all parties interested, in a hybrid meeting (in person/virtual), on Tuesday August 11, 2026 at 7:00 PM on a request from Attorney Caitlyn Masys of Downey Law Group, LLC for client, Essex County Habitat for Humanity, (CCSP-26-6) for approval to renovate existing property at 512 Washington St and divide it into three affordable housing units. Applicant seeks to tear down the existing dilapidated garage on the property and proposes to build a duplex on either side of the existing house, adding an additional four affordable housing units to the property. Once complete, the property will have seven residential units that will be converted to condominiums. There will be a provision within the condominium documents, as well as restrictions in each of the deeds, stating that every unit shall perpetually be defined as affordable housing. Each unit will then be sold to qualified low-income home buyers.

(Residents who are interested in commenting on this item can either (1) Attend in person (Council Chambers, Room 202) or (2) Attend remotely using the link provided on the public meeting calendar on the City's website.)

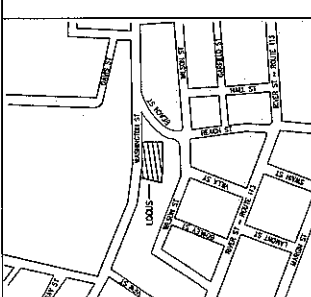
Description of area, maps and plans are on file in the City Clerk's Office.

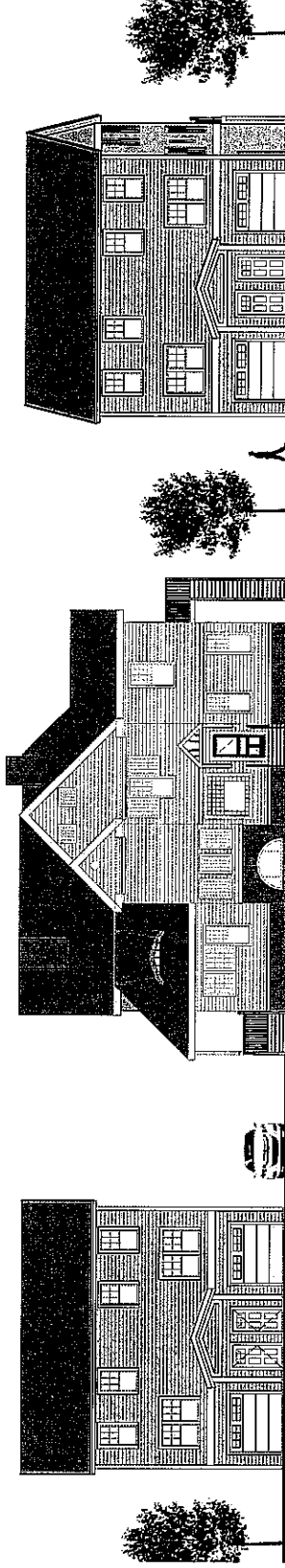
Advertise: July 23 and July 30, 2026
Haverhill Gazette

Kaitlin M. Wright Esposito, CMC
City Clerk

[illegible]

ZONING TABLE: RH ZONING DISTRICT (MULTI-FAMILY)	
DESCRIPTION	REQUIRED
MINIMUM LOT FRONTAGE (FT.)	150'-0"
MINIMUM LOT AREA (S.F.)	41,000 SF
MINIMUM FRONT YARD (FT.)	25'-0"
MINIMUM SIDE YARD (FT.)	20'-0"
MINIMUM REAR YARD (FT.)	40'-0"
MINIMUM OFF-STREET PARKING SPACES	35%
MINIMUM LOT DEPTH	200'-0"

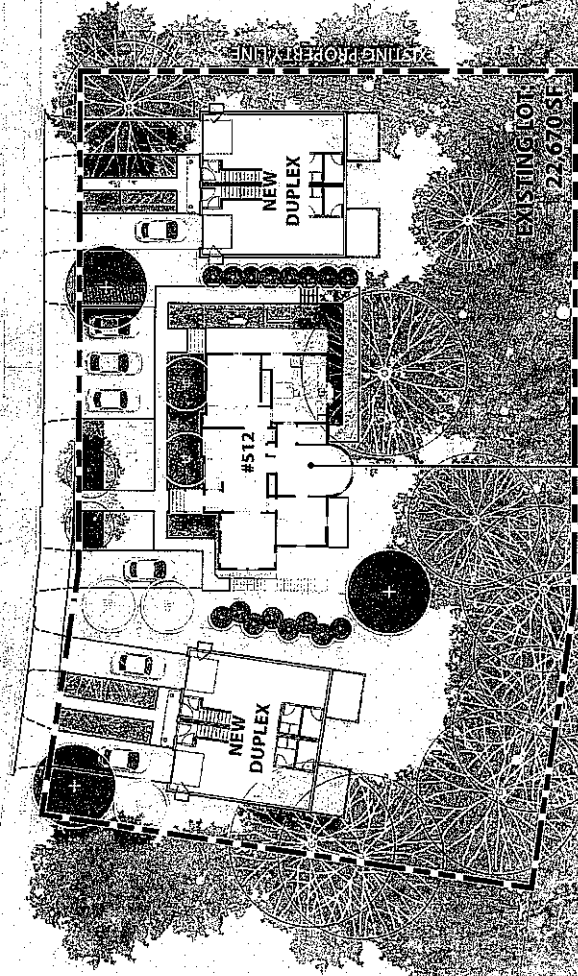




1 FULL SITE ELEVATION

SCALE: 1/16" = 1'-0"

8/03/2026



512 WASHINGTON STREET - HAVERHILL, MA
 JULY 31, 2026

PCA

Tighe & Bond





Haverhill

Economic Development and Planning
Phone: 978-374-2330

AUG 6 PM3:28
HAYCITYCLERK

To: Haverhill City Council

From: Jacki Byerley, AICP, Planning Director

Date: August 6, 2026

Re: CCSP-26-6 – 512 Washington Street

Following review of the Special Permit application, supporting materials, and the applicable provisions of the Haverhill Zoning Ordinance, it is recommended that the City Council approve the Special Permit to allow the development of seven (7) affordable homeownership units at 512 Washington Street, subject to the conditions outlined below.

The proposal by Essex County Habitat for Humanity includes the rehabilitation of the existing structure into three affordable condominium units, demolition of the existing garage and construction of two duplex buildings, resulting in a total of seven permanently affordable homeownership opportunities.

The project advances several important planning objectives for the City. It promotes reinvestment in an established neighborhood, utilizes existing infrastructure efficiently and provides much-needed affordable homeownership opportunities for Haverhill residents.

The proposed use is also consistent with the intent of the High Density Residential (RH) District. Multifamily dwellings are permitted within the district by Special Permit provided the standards of the Zoning Ordinance are met.

Additionally, the proposal is consistent with the City's long-term planning objectives by encouraging infill development within an existing neighborhood, supporting housing production, and advancing the goals identified for targeted growth and revitalization along Washington Street.

To ensure the long-term public benefits of this development are maintained, I recommend that the Special Permit be approved with the following conditions:

1. **Permanent Affordability.** All seven residential units shall remain affordable in perpetuity in accordance with the City's affordable housing requirements and any applicable state or local affordability restrictions.

2. **Monitoring Agent.** Prior to the issuance of any occupancy permits, the applicant shall identify and establish an approved monitoring entity responsible for administering and enforcing the affordability restrictions, including monitoring future sales, purchaser eligibility, resale prices, and compliance with all affordability requirements.
3. **Condominium Documents. Condominium Association.** Prior to the sale or conveyance of any unit, the applicant shall establish a condominium association. The condominium documents shall provide for the ownership, maintenance, repair, replacement, and management of all common areas, parking areas, driveways, landscaping, utilities, stormwater facilities, and other shared improvements. The condominium documents shall also establish an adequate reserve fund for the long-term maintenance and replacement of common facilities, to be reviewed by the City Solicitor and departments prior to recording at the Registry of Deeds.
4. **Approved Plans and Architectural Design.** The Applicant, property owner, and their successors or assigns (collectively, the "Applicant") shall construct the project substantially in accordance with the plans, architectural renderings, and elevations submitted with the Special Permit application, which are incorporated herein by reference. If the Applicant determines that any modification to the approved plans is necessary, the Applicant shall submit the proposed modification in writing to the Building Commissioner and obtain the required approval prior to implementing the modification.

The Building Commissioner shall make a determination of whether a proposed modification is minor or major. Minor changes may be approved in writing by the Building Commissioner after consultation with the Planning Director and Director of Inspectional Services. Any modification determined by the Building Commissioner to be major shall require review and approval by the City Council following a public hearing.

5. A Development Review meeting for review of the plans for compliance with City regulations and applicable state laws shall take place prior to start of construction.
6. A landscaping plan shall be reviewed by the Planning Director prior to planting and must be planted prior to occupancy or at the next planting season. The association shall maintain the landscaping throughout the life of the project, should any of the landscaping die it shall be replaced during the next available planting season

It is recommended that the City Council approve the requested Special Permit, subject to the suggested conditions, standard special permit conditions and recommendation made by the departments.



Planning Director Review

Record No. CCSP-26-6

Status Completed

Became Active June 23, 2026

Type Approval

Due Date None

Assignee Jacki Byerley

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 @ caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

Jacki Byerley

August 6, 2026 at 10:18 am

See attached planning recommendation.

Jacki Byerley

July 10, 2026 at 8:00 am

Board of Appeals has issued variances as requested. Application is ready for the review by the City Council at their August 11th meeting. Further review memo will be forthcoming for the meeting.



Meet with Applicant to Review Application

Record No. CCSP-26-6

Status Completed

Became Active June 23, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant



Caitlin Masys



978-887-1000



@ caitlinmasyslaw@gmail.com



462 Boston Street

Topsfield, MA 01983

Messages

Kaitlin Wright Esposito  Internal

June 24, 2026 at 3:39 pm

Excellent, thank you Jacki!

Jacki Byerley  Internal

June 24, 2026 at 3:35 pm

Yes Room 300, you should receive an invite on Friday. I have already spoken with the applicant, she will be there for 10:30.

Kaitlin Wright Esposito  Internal

June 24, 2026 at 3:31 pm

Excellent. Will we do this in Room 300? Do you want me to contact the applicant?

Jacki Byerley  Internal

June 24, 2026 at 3:25 pm

Let's do June 30th at 10:30 am

Kaitlin Wright Esposito  Internal

June 24, 2026 at 3:17 pm

Either is fine with me. I have a meeting from 10-10:30 AM and at 2 PM on the 30th, but open aside from that on both days.

Jacki Byerley  Internal

June 24, 2026 at 3:16 pm

Yes, do you want to try for June 30th or July 7th?

Kaitlin Wright Esposito  Internal

June 24, 2026 at 3:13 pm

@Jacki Byerley should we schedule a meeting to meet with applicant?



Confirmation of Complete Application

Record No. CCSP-26-6

Status Completed

Became Active June 23, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant



Caitlin Masys



978-887-1000



@ caitlinmasyslaw@gmail.com



462 Boston Street
Topsfield, MA 01983

Messages

Caitlin Masys

June 26, 2026 at 10:30 am

That's perfect, thank you! I should have the updated site plan uploaded prior to our meeting on Tuesday 6/30.

Kaitlin Wright Esposito

June 26, 2026 at 10:13 am

Yes, an updated site plan will be required. However, I will accept what you have submitted thus far with the understanding that an updated site plan must be submitted before your council hearing.

I can go ahead and announce this permit at our June 30th meeting. Would a hearing date of August 11th be amenable to you and your client?

Caitlin Masys

June 26, 2026 at 9:49 am

Hi Kaitlin - For now I'm going to upload a separate drawing that shows parking and landscaping. I understand what you probably really want is for the actual site plan to reflect this - and I have requested it from the engineers. Hoping they can turn it around quickly.

Kaitlin Wright Esposito

June 25, 2026 at 3:33 pm

Thank you, Caitlin. I am in receipt of your submission relative to Doc 92-B.

Do you intend to have landscaping at this location and parking? If so, please update the site plan to include this. Once received, the application will be "complete".

Caitlin Masys

June 25, 2026 at 2:34 pm

Uploading now. My type A personality wouldn't let me NOT correct the formatting. :)

Kaitlin Wright Esposito

June 24, 2026 at 3:12 pm

Applicant must prepare for Council a brief relative to Doc 92-B (attached). Application will not be deemed complete until this is satisfied.



City Clerk Review - Hearing Dates Set

Record No. CCSP-26-6

Status Completed

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

Kaitlin Wright Esposito

July 9, 2026 at 3:56 pm

Announced on June 30th for August 11th hearing.



City Council Admin Notified

Record No. CCSP-26-6

Status Completed

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Lori Robertson

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

No comments yet.



Assessor for Abutter's List

Record No. CCSP-26-6

Status Completed

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Chris Loughnane

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant



Caitlin Masys



978-887-1000



@ caitlinmasyslaw@gmail.com



462 Boston Street

Topsfield, MA 01983

Messages

Chris Loughnane

July 10, 2026 at 8:14 am

Please see the attached abutters and mailing labels for 512 Washington St
504.245.3

Chris Loughnane  Internal

July 10, 2026 at 8:14 am

Please see the attached abutters and mailing labels for 512 Washington St
504.245.3



Conservation Department Review

Record No. CCSP-26-6

Status Active

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Robert Moore

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant



Caitlin Masys



978-887-1000



caitlinmasyslaw@gmail.com



462 Boston Street

Topsfield, MA 01983

Messages

No comments yet.



DPW Review

Record No. CCSP-26-6

Status Active

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Robert Ward

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

No comments yet.



Engineering Department Review

Record No. CCSP-26-6

Status Active

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Lisa Demeo

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant



Caitlin Masys



978-887-1000



@ caitlinmasyslaw@gmail.com



462 Boston Street

Topsfield, MA 01983

Messages

No comments yet.



Fire1 Department Review

Record No. CCSP-26-6

Status Completed

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Justin Borden

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant



Caitlin Masys



978-887-1000



@ caitlinmasyslaw@gmail.com



462 Boston Street

Topsfield, MA 01983

Messages

Justin Borden

July 20, 2026 at 9:14 am

The planning, design and construction of new buildings, renovation of existing buildings and structures to provide egress facilities, fire protection and built-in fire protection equipment shall be in accordance with 780 CMR; and any alterations, additions or changes in buildings required by the provisions of 527 CMR which in the scope of 780 CMR, 10th edition, shall be made in accordance therewith (527 CMR 1.04(4) and 780 CMR 101.2) Document Submittal Process will be required.

Plans approved by the fire department are approved with the intent they comply in all respects to 780 CMR, 527 CMR 1.00, MGL Chapter 148 and any City of Haverhill ordinance. Any omissions or errors on the plans do not relieve the applicant of complying with applicable requirements.

Driveway must comply with the Public Safety Driveway Design Standard for Residential Dwellings.

Hardwired interconnected Smoke and CO Detectors to code.

Heat detectors in garage.

Fire Department approval based on current submission of plans. Fire Department reserves the right to make additional comments in the future



Fire2 Department Review

Record No. CCSP-26-6

Status Completed

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Robert Irvine

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

No comments yet.



Health Department Review

Record No. CCSP-26-6

Status Completed

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Mark Tolman

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

No comments yet.



Police Department Review

Record No. CCSP-26-6

Status Completed

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Kevin Lynch

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 @ caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

No comments yet.



School Department Review

Record No. CCSP-26-6

Status Completed

Became Active July 9, 2026

Type Approval

Due Date None

Assignee HPS Superintendent

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

No comments yet.



Storm Water Review

Record No. CCSP-26-6

Status Active

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Robert Moore

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

No comments yet.



Water/Wastewater Review

Record No. CCSP-26-6

Status Active

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Robert Ward

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant



Caitlin Masys



978-887-1000



caitlinmasyslaw@gmail.com



462 Boston Street

Topsfield, MA 01983

Messages

No comments yet.



Water Supply Review

Record No. CCSP-26-6

Status Active

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Robert Ward

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

No comments yet.



Building Inspector Review

Record No. CCSP-26-6

Status Active

Became Active July 9, 2026

Type Approval

Due Date None

Assignee Tom Bridgewater

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

No comments yet.



First Ad Placement

Record No. CCSP-26-6

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

Kaitlin Wright Esposito

July 10, 2026 at 3:17 pm

Advertise: July 23 and July 30, 2026

Haverhill Gazette



Placed on Agenda

Record No. CCSP-26-6

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

Kaitlin Wright Esposito

July 10, 2026 at 3:20 pm

Announced on June 30th for August 11th hearing date.



Abutter Notification

Record No. CCSP-26-6

Status Active

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Natalia Hernandez

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant



Caitlin Masys



978-887-1000



@ caitlinmasyslaw@gmail.com



462 Boston Street

Topsfield, MA 01983

Messages

Kaitlin Wright Esposito

July 10, 2026 at 3:21 pm

@Natalia Hernandez please mail abutter notifications out on July 20th.



Second Ad Placement

Record No. CCSP-26-6

Status Completed

Became Active July 10, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: CCSP-26-6

City Council Special Permit

Status: Active

Submitted On: 6/19/2026

Primary Location

512 WASHINGTON ST
Haverhill, MA 01832

Owner

ESSEX COUNTY HABITAT FOR
HUMANITY
PARK ST 14 DANVERS, MA 01923

Applicant

 Caitlin Masys
 978-887-1000
 caitlinmasyslaw@gmail.com
 462 Boston Street
Topsfield, MA 01983

Messages

Kaitlin Wright Esposito

July 10, 2026 at 3:20 pm

Advertise: July 23 and July 30, 2026

Haverhill Gazette

Event Permit**EVNT-26-21**

Submitted On: Jul 17, 2026

Applicant12.2.1
Nicole Randall

617-763-8879

@ nicole@snowdropmontessori.org

Primary Location

2 MERRIMACK ST

Haverhill, MA 01830

Organization Information**Organization**

Snowdrop Montessori School

Organization Phone

978-308-9621

Organization Address

181 Washington Street, Suite 1

Organization City

Haverhill

Organization State

MA

Organization Zip

01832

Is the Organization Tax Exempt?

Yes

Is the Organization Non-Profit?

Yes

Is the Organization a House of Worship?

No

Contact Information**Contact Name**

Nicole Randall

Contact Title

Head of School

Contact Phone

617-763-8879

Contact Email

Nicole@snowdropmontessori.org

Contact Address

630 Kenoza Street

Contact City

Haverhill

Contact State

MA

Contact Zip

01830

Property Owner Information**Property Owner Name**

Harbor Place

Property Owner Phone

978-241-9251

Property Owner Address

2 Merrimack St.

Property Owner City

Haverhill

Property Owner State

MA

Property Owner Zip

01830

Is the Applicant the Property Owner?

No

Event Information

Description of event

The 6th annual Boardwalk Block Party hosted by the Wildflower Montessori Schools of Haverhill invites enrolled families and the public to enjoy a day of free, family friendly programming. Activities may include but are not limited to; interactive art projects, music, face painting, and performances.

Type of Event

Festival

Event Date

09/19/2026

Event Location

Lawn at Harbor Place

is the Event on Bradford Common?

No

Is the Event on City Property?

No

Event Venue

Outdoor

Number of Anticipated Attendees

200

Do attendees need to purchase a ticket to attend?

No

Is this event open to the public? Or private?

Public

Event Start Time

3:00 PM

Event End Time

6:00 PM

Will Food Be Served/Sold at the Event?

Yes

IF YES TO FOOD, By What Means?

Vendors

IF YES To FOOD, How Will it be Cooked?

No Cooking Involved

Are you planning to serve alcohol?

No

Any Helpful Comments about Food

We may have a vendor offering Italian Ice, TBD

Special Considerations (i.e. fireworks)

N/A

Parking Information

Number of Parking Spaces Onsite

660

Have Off-site Parking Arrangements Been Made?

No

Are There Charges/Fees for Parking?

Yes

IF YES, Please Specify the Type of Fees and the Amount(s).

Public Parking in Garage; Hourly Rates Apply

Sanitation Information

Number of Public Restrooms Available

1

Type of Toilets

Portable

Please Describe Plans for Solid Waste Disposal & Recycling

Garbage Cans are on site.

IF PORTABLE TOILETS, Who is the Vendor?

Clean Bathrooms

General Release & Indemnity Agreement

Yes

true

Terms of Understanding

Yes

true



Building Inspector Approval

Record No. EVNT-26-21

Status Completed

Became Active July 20, 2026

Type Approval

Due Date None

Assignee Tom Bridgewater

Record No: EVNT-26-21

Event Permit

Status: Active

Submitted On: 7/17/2026

Primary Location

2 MERRIMACK ST
Haverhill, MA 01830

Owner

Harbor Place
Merrimack St 2 Haverhill, MA
01830

Applicant

 Nicole Randall
 617-763-8879
 nicole@snowdropmontessori.org
 181 Washington Street
Suite 1
Haverhill, MA 01832

Messages

No comments yet.



Fire Inspector Approval

Record No. EVNT-26-21

Status Completed

Became Active July 20, 2026

Type Approval

Due Date None

Assignee Justin Borden

Record No: EVNT-26-21

Event Permit

Status: Active

Submitted On: 7/17/2026

Primary Location

2 MERRIMACK ST
Haverhill, MA 01830

Owner

Harbor Place
Merrimack St 2 Haverhill, MA
01830

Applicant

 Nicole Randall
 617-763-8879
 nicole@snowdropmontessori.org
 181 Washington Street
Suite 1
Haverhill, MA 01832

Messages

No comments yet.



Health Inspector Approval

Record No. EVNT-26-21

Status Completed

Became Active July 20, 2026

Type Approval

Due Date None

Assignee Mark Tolman

Record No: EVNT-26-21

Event Permit

Status: Active

Submitted On: 7/17/2026

Primary Location

2 MERRIMACK ST
Haverhill, MA 01830

Owner

Harbor Place
Merrimack St 2 Haverhill, MA
01830

Applicant



Nicole Randall



617-763-8879



nicole@snowdropmontessori.org



181 Washington Street

Suite 1

Haverhill, MA 01832

Messages

Mark Tolman

July 21, 2026 at 8:50 am

Mobile ice vendor is already licensed.

1 porta pottie will be present.

City rubbish barrels will be used and picked up by the city.



Police Department Approval

Record No. EVNT-26-21

Status Completed

Became Active July 20, 2026

Type Approval

Due Date None

Assignee Kevin Lynch

Record No: EVNT-26-21

Event Permit

Status: Active

Submitted On: 7/17/2026

Primary Location

2 MERRIMACK ST
Haverhill, MA 01830

Owner

Harbor Place
Merrimack St 2 Haverhill, MA
01830

Applicant



Nicole Randall



617-763-8879



nicole@snowdropmontessori.org



181 Washington Street

Suite 1

Haverhill, MA 01832

Messages

No comments yet.



Public Works Director Approval

Record No. EVNT-26-21

Status Completed

Became Active July 20, 2026

Type Approval

Due Date None

Assignee Robert Kimball

Record No: EVNT-26-21

Event Permit

Status: Active

Submitted On: 7/17/2026

Primary Location

2 MERRIMACK ST
Haverhill, MA 01830

Owner

Harbor Place
Merrimack St 2 Haverhill, MA
01830

Applicant



Nicole Randall



617-763-8879



nicole@snowdropmontessori.org



181 Washington Street

Suite 1

Haverhill, MA 01832

Messages

No comments yet.



City Council Approval

Record No. EVNT-26-21

Status Active

Became Active July 27, 2026

Type Approval

Due Date None

Assignee Natalia Hernandez

Record No: EVNT-26-21

Event Permit

Status: Active

Submitted On: 7/17/2026

Primary Location

2 MERRIMACK ST
Haverhill, MA 01830

Owner

Harbor Place
Merrimack St 2 Haverhill, MA
01830

Applicant



Nicole Randall



617-763-8879



nicole@snowdropmontessori.org



181 Washington Street

Suite 1

Haverhill, MA 01832

Messages

Kaitlin Wright Esposito  Internal

July 29, 2026 at 8:55 am

@Natalia Hernandez please print all related application and documents for August 11th meeting folder.

Kaitlin Wright Esposito

July 29, 2026 at 8:55 am

On City Council agenda for Aug 11th meeting.

July 17, 2026

To Whom It May Concern,

Snowdrop Montessori School, in collaboration with the Haverhill Wildflower Schools Marigold Montessori and Wisteria Montessori), is coordinating family-friendly programming for the Wildflower Boardwalk Block Party on Saturday, September 19, 2026.

As programming is developed, Snowdrop Montessori hopes to partner with many of the community organizations, entertainers, and vendors that have participated in previous Boardwalk Block Party events. These organizations include, but are not limited to:

- Creative Haverhill
- Team Haverhill
- Haverhill Promise
- Good and Golden Bookstore
- Historic New England
- Be Imagine Music Studio
- Bubbles McGee
- Additional local organizations, artists, vendors, entertainers, and activity providers.

Any required agreements or contracts with participating vendors, entertainers, or service providers will be maintained by Snowdrop Montessori School.

Sincerely,

Nicole Randall
Head of School
Snowdrop Montessori School

General Release & Indemnity Agreement

Event: Wildflower Boardwalk Block Party

Event Date: Saturday, September 19, 2026

In consideration of the permit granted by the City Council for the above-referenced event, **Snowdrop Montessori School** hereby remises, releases, and forever discharges the City of Haverhill, its respective officers, employees, agents, attorneys, and representatives from all manner of actions, causes of action, debts, dues, claims, and demands, both at law and in equity, including, but not limited to, any and all claims arising out of or resulting from the issuance of this permit or the use of any City property. This release includes, but is not limited to, claims for property damage, personal injury, bodily injury, or other damages resulting from the issuance of the permit or the use of City property.

Snowdrop Montessori School acknowledges and agrees that it is solely responsible for the cost of any damage to public property or any extraordinary expenses incurred to protect public safety as a result of the public event, exhibition, show, or amusement. Snowdrop Montessori School further agrees to be responsible for the cost of any police officers, firefighters, or other City officials required by the City Council to be in attendance at the event.

By signing below, the undersigned certifies that they are authorized to execute this General Release & Indemnity Agreement on behalf of Snowdrop Montessori School.

Organization: Snowdrop Montessori School

Authorized Representative: Nicole Randall

Title: Head of School

Signature: Nicole J. Randall

Date: 7/14/26

The Wildflower Foundation

1010 W Lake Street, Suite 100, Minneapolis, MN 55408



September 13, 2018
Wisteria Montessori
2 West Meadow Rd.
Haverhill, MA 01832

Dear Wisteria Montessori,

This letter is to inform you that you have received 501c3 tax exemption status under the Wildflower Foundation's group exemption effective September 13, 2018.

Our group exemption number (GEN) is 6267. You will need this information when you file taxes and when you file your annual Form 990.

As a reminder, you will need to file information with the Wildflower Foundation in order to maintain your group exemption status. Some documents are required on a yearly basis and some information you will need to provide as situations arise. Please refer to [this page](#) to understand more about using the Foundation's group tax exemption.

As always, if you have questions you may consult your school operations coach or me.

Best,

Jon

A handwritten signature in black ink, appearing to read 'Jon Schwartz', written over a horizontal line.

Jon Schwartz
Chief Administrative Officer
The Wildflower Foundation

Greater Haverhill Foundation

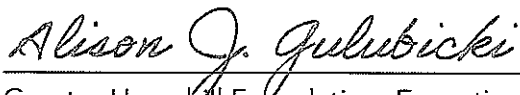
Vision, Action, Impact since 1964

RE: EVENT– Wildflower Montessori School Block Party - Event on 9/19/26

To the City of Haverhill,

As the manager of Harbor Place, I am writing to express support for **the 6th Annual Wildflower Montessori School Block Party Event on September 19th, 2026**, at the Lawn at Harbor Place. From our understanding, this event is primarily taking place on the boardwalk and overflow may be needed in the greenspace.

Our support is contingent upon the event organizers complying with all requirements, permits, approvals, and public safety measures established by the Haverhill Police Department and any other applicable City departments or agencies. Additionally, the event organizers shall be responsible for maintaining all appropriate insurance coverage and liability protections required by the City.



Greater Haverhill Foundation, Executive Director
GHF Merrimack Street LLC, Manager
Merrimack Street Ventures LLC, Manager

Date

CC: Peabody Properties Inc.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/28/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 18100 Von Karman Ave 10th Fl Irvine CA 92612	CONTACT NAME: Yovana Espinoza	FAX (A/C, No):	
	PHONE (A/C, No, Ext): 949-242-6261	E-MAIL ADDRESS: Yovana.Espinoza@alliant.com	
INSURED Urban Village Montessori, Inc. DBA Marigold Montessori School 26 White Street Haverhill MA 01830-5702	License#: 0C36861 MARIMON-03	INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Church Mutual Insurance Co.	18767
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 635617442

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y		0398170 25-993818	3/15/2026	3/15/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 100,000 PERSONAL & ADV INJURY \$ 5,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Sexual Misconduct Liability Professional Liability			0398170 25-993818	3/15/2026	3/15/2027	Each Occ/Aggregate Each Occ/Aggregate \$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Haverhill is included as Additional Insured.

CERTIFICATE HOLDER

CANCELLATION

City of Haverhill
4 Summer St.
Haverhill MA 01830

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Fixed Location Street Vendor Permit

FIXD-26-10

Submitted On: Jul 7, 2026

Applicant

12.7.1.1
Kenneth Zibolis
603-205-2515
@ kenz1951@gmail.com

Primary Location

576 PRIMROSE ST
Haverhill, MA 01830

Vendor Information

Vendor Date of Birth

07/08/1951

Vendor Primary Phone

6032052515

Duration of Business

1 Year

Merchandise to be Sold

Hotdogs,sausages,burgers,chicken tenders,fries

Vendor Social Security Number

[REDACTED]

Vendor Secondary Phone

--

Number of Employees

0

Location Information

Days to be Open

Over 30 Days

Hours of Operation

Monday thru Sunday 11am to 7pm

Proposed Alternate Location

Riverside Park

Do You Require Electrical Power?

No

Start Date

07/20/2026

Select Location

~~Riverside Park~~

AmVets

License Type

New - Fixed Location

Do You Serve Food?

Yes



City Clerk Review

Record No. FIXD-26-10

Status Completed

Became Active July 13, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: FIXD-26-10

Fixed Location Street Vendor Permit

Status: Active

Submitted On: 7/7/2026

Primary Location

576 PRIMROSE ST
Haverhill, MA 01830

Owner

AM-VETS OF HAVERHILL INC
PRIMROSE ST 576 HAVERHILL, MA
01830

Applicant

 Kenneth Zibolis
 603-205-2515
 kenz1951@gmail.com
 12 pigeon ln
Fremont, Nh 03044

Messages

Mark Tolman

July 16, 2026 at 3:28 pm

Hi Ken,

You inquired about setting up and operating your food vending cart from the Amvets parking lot located at 567 Primrose street.

The following concern regarding the definition of **permitted locations** in the city ordinance was raised in regards of the legality of having a fixed food vendor operating on private property.

1. **A.**
2. **Permitted locations. Selling within the City of Haverhill of products licensed under § 191-9 by fixed-location vendors shall only be permitted within the boundaries of these areas:**
3. [Amended 10-5-2010 by Doc. 104; 3-22-2011 by Doc. 29]
4. **(1)**
5. Winnekenni area, Route 110: one vendor.
6. **(2)**
7. Bradford Common: one vendor.*
8. **(3)**
9. Riverside Park: one vendor.
10. **(4)**
11. Washington Square: one vendor.
12. **(5)**
13. GAR Park: one vendor.
14. **(6)**
15. Swasey Park: one vendor.
16. **(7)**
17. Outside Haverhill Stadium at Lincoln and Nettleton Avenues: one vendor.
18. **(8)**
19. Other areas as approved by the City Council.
20. □

□

* An enclosed cart 8.5 x 12 feet, excluding hitch, is allowed at the Bradford site only. Any party desiring a similar type of cart at any other location must petition the City Council for permission

A determination was made by the City Solicitor on 7/2/26 regarding **Permitted locations. Selling within the City of Haverhill of products licensed under § 191-9 by fixed-location vendors shall only be permitted within the boundaries of above areas mentioned within the city.**

The determination made by the City Solicitor on 7/2/26, is that Permitted Locations are considered to be both public property and private property within the city.

Because of this determination we can not issue a food service permit for this location.

If you have any other questions or comments, feel free to contact me any time at 978-374-2338.

Kaitlin Wright Esposito

July 15, 2026 at 4:04 pm

Bond received.

Kaitlin Wright Esposito

July 15, 2026 at 11:44 am

Please upload your bond. Confirmation of bond submission is not sufficient. Physical bond document required.



Recreation Review and Approval

Record No.FIXD-26-10

Status Completed

Became Active July 15, 2026

Type Approval

Due Date None

Assignee Ben Delaware

Record No: FIXD-26-10

Fixed Location Street Vendor Permit

Status: Active

Submitted On: 7/7/2026

Primary Location

576 PRIMROSE ST
Haverhill, MA 01830

Owner

AM-VETS OF HAVERHILL INC
PRIMROSE ST 576 HAVERHILL, MA
01830

Applicant



Kenneth Zibolis



603-205-2515



@ kenz1951@gmail.com



12 pigeon ln

Fremont , Nh 03044

Messages

No comments yet.



Health Department Approval

Record No.FIXD-26-10

Status Completed

Became Active July 15, 2026

Type Approval

Due Date None

Assignee Mark Tolman

Record No: FIXD-26-10

Fixed Location Street Vendor Permit

Status: Active

Submitted On: 7/7/2026

Primary Location

576 PRIMROSE ST
Haverhill, MA 01830

Owner

AM-VETS OF HAVERHILL INC
PRIMROSE ST 576 HAVERHILL, MA
01830

Applicant

 Kenneth Zibolis
 603-205-2515
 kenz1951@gmail.com
 12 pigeon ln
Fremont , Nh 03044

Messages

Mark Tolman

July 16, 2026 at 3:29 pm

Hi Ken,

You inquired about setting up and operating your food vending cart from the Amvets parking lot located at 567 Primrose street.

The following concern regarding the definition of **permitted locations** in the city ordinance was raised in regards of the legality of having a fixed food vendor operating on private property.

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Because of this determination we can not issue a food service permit for this location.

If you have any other questions or comments, feel free to contact me any time at 978-374-2338.



City Council Approval

Record No. FIXD-26-10

Status Active

Became Active July 20, 2026

Type Approval

Due Date None

Assignee Kaitlin Wright Esposito

Record No: FIXD-26-10

Fixed Location Street Vendor Permit

Status: Active

Submitted On: 7/7/2026

Primary Location

576 PRIMROSE ST
Haverhill, MA 01830

Owner

AM-VETS OF HAVERHILL INC
PRIMROSE ST 576 HAVERHILL, MA
01830

Applicant

 Kenneth Zibolis
 603-205-2515
 kenz1951@gmail.com
 12 pigeon ln
Fremont , Nh 03044

Messages

Kaitlin Wright Esposito  Internal July 29, 2026 at 9:17 am

@Natalia Hernandez can you call him and verify above?

Kaitlin Wright Esposito July 29, 2026 at 9:17 am

Ken, is this application for the AmVets or for Riverside park?

Kaitlin Wright Esposito July 29, 2026 at 9:15 am

Ken, can you please provide a letter of permission from the AMVets?

Kaitlin Wright Esposito  Internal July 29, 2026 at 9:11 am

@Natalia Hernandez please print all documents for agenda.

Kaitlin Wright Esposito July 29, 2026 at 9:11 am

On Council agenda for Aug 11th meeting.

Kaitlin Wright Esposito  Internal July 27, 2026 at 10:12 am

@Mark Tolman can you give me a call to discuss? 978-420-3622



Police Department Approval

Record No.FIXD-26-10

Status Completed

Became Active July 15, 2026

Type Approval

Due Date None

Assignee Kevin Lynch

Record No: FIXD-26-10

Fixed Location Street Vendor Permit

Status: Active

Submitted On: 7/7/2026

Primary Location

576 PRIMROSE ST
Haverhill, MA 01830

Owner

AM-VETS OF HAVERHILL INC
PRIMROSE ST 576 HAVERHILL, MA
01830

Applicant

 Kenneth Zibolis
 603-205-2515
 kenz1951@gmail.com
 12 pigeon ln
Fremont, Nh 03044

Messages

Kevin Lynch

July 20, 2026 at 2:54 pm

The Police Department supports the request, contingent upon approval by the City Council, as the proposed location is not currently authorized under the City's ordinance.

Bond Number: 108434017

Principal Name: Kenneth Zibolis d/b/a - Kenny Z's Hotdogs and More



Bond Execution Instructions

You have successfully completed your bond submission using Travelers Click®. We thank you for your business!

As a reminder, you are not authorized to issue any bonds for any company that is involved in whole or in part in cryptocurrency trading, paramilitary operations, pornography, adult entertainment, escort services, prostitution, or the manufacturing, distribution, or sale of cannabis and cannabis-related derivatives. If the bond principal falls into any of these categories, please do not proceed with executing or delivering this bond.

Please review the following items before releasing the bond to your customer.

Surety Bond:

- For your convenience the bond has been pre-signed by a Travelers corporate officer or attorney in fact and our corporate seal for *Travelers Casualty and Surety Company of America* has been affixed.
- Please use the bond number assigned to this transaction on all related documents. Do not use any other bond number issued to your office, including Reporting Slips and/or pre-assigned numbers previously provided.
- Send the original document to the Principal for signatures (if applicable) and deliver to the Obligee.
- Retain a copy for your records.
- You must either forward the following documents to Travelers or upload them now before exiting your online transaction:
 - A copy of the executed form, *only if it was not generated for you* (i.e. a form was unavailable in our system or you used your own form); and/or
 - Any supporting documentation, if applicable.

Travelers Bond Express
350 Eagleview Blvd., Suite 105
Exton, PA 19341
Email: TravelersClick@travelers.com
Fax: 866.785.2463

Billing Instructions:

Agency Billed Bonds - Premium must be paid in accordance with your monthly accounting statement or account current agreement with Travelers. Please DO NOT remit payments to your local underwriting office.

Direct Billed Bonds - Your customer will be billed directly by Travelers. It is imperative that premium is remitted promptly to avoid cancellation or collection action. Customer checks should include the bond number. Please DO NOT remit payments to your local underwriting office.

Remittance Information:

E-Pay (EFT only): <https://travelers.com/epay>

Pay by Phone (EFT only): 1.800.252.2268

Regular Payments by Mail: Travelers Commercial Lines, Remittance Box 660317, Dallas, TX 75266-0317

Renewal Guidelines:

This bond obligation is continuous and does not require any documentation at renewal



Shante T Evans
PO Box 2905
Hartford, CT 06104-2905

February 10, 2026

Phone: (610) 458-2264

JAMES TRAVER
PAGE/JAMES\INS AGCY INC (068387)
P O BOX 111
HAVERHILL, MA 01831-1950

Email: STEVANS@travelers.com

This is a Direct Bill policy. The Direct Bill
Account Number 9452X0265

This is the New Business for: **Kenneth Zibolis d/b/a - Kenny Z's Hotdogs and More**
12 PIGEON LN
FREMONT, NH 03044-3560

Bond Number: **108434017**
Type of Bond: **Hot dog cart**
Obligee Name: **City of Haverhill**
Obligee Address: **4 Summer St**
Obligee City, State & Zip: **HAVERHILL, MA 01830 USA**
Transaction Effective Date: **February 10, 2026**
Premium Effective Date: **February 10, 2026**
Premium Expiry Date: **February 10, 2027**
Bond Limit: **\$5,000.00**
Bond Premium: **\$100.00**
Commission - Percentage: **35%**
Special Commission: **\$0.00**
Countersignature Branch:
Countersignature Commission: **\$0.00**
State Tax: **\$0.00**
State Surcharge: **\$0.00**
TOTAL PREMIUM: \$100.00

Comments:

Thank you for placing your business with us.

Producer Name: **TRAVER, JAMES P**



BOND

(License or Permit - Continuous)

Bond No. 108434017

WE, Kenneth Zibolis d/b/a - Kenny Z's Hotdogs and More as Principal, and Travelers Casualty and Surety Company of America, a corporation duly incorporated under the laws of the State of Connecticut and authorized to do business in the State of MASSACHUSETTS, as Surety, are held and firmly bound unto City of Haverhill, as Oblige, in the penal sum of Five Thousand Dollars (\$5,000.00), for the payment of which we hereby bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents.

WHEREAS, the Principal has obtained or is about to obtain a license or permit for Hot dog cart.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that if the Principal shall faithfully comply with all applicable laws, statutes, ordinances, rules or regulations, pertaining to the license or permit issued, then this obligation shall be null and void; otherwise to remain in full force and effect.

This bond shall become effective on February 10, 2026.

PROVIDED, that regardless of the number of years this bond is in force, the Surety shall not be liable hereunder for a larger amount, in the aggregate, than the penal sum listed above.

PROVIDED FURTHER, that the Surety may terminate its liability hereunder as to future acts of the Principal at any time by giving thirty (30) days written notice of such termination to the Oblige.

SIGNED, SEALED AND DATED this February 10, 2026.

Kenneth Zibolis d/b/a - Kenny Z's Hotdogs and More

By: _____ Principal

Travelers Casualty and Surety Company of America

By: Russell E. Vance Attorney-in-fact





Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
Farmington Casualty Company

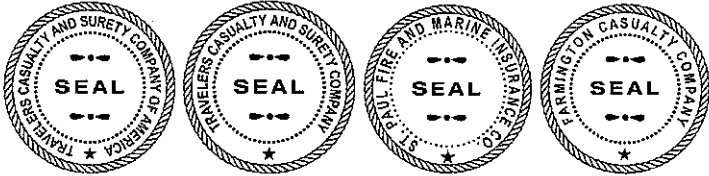
POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint **Russell E. Vance of Hartford, CT** their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge the following bond or undertaking, and any riders thereto:

Surety Bond No.: 108434017

Principal: Kenneth Zibolis d/b/a - Kenny Z's Hotdogs and More

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **16th** day of **February, 2024**.



State of Connecticut

City of Hartford ss.

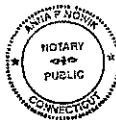
By:

Bryce Grissom, Senior Vice President

On this the **16th** day of **February, 2024**, before me personally appeared **Bryce Grissom**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

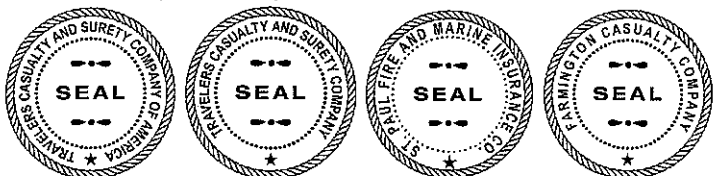
FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 10 day of February, 2026.



Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



IMPORTANT NOTICE REGARDING COMPENSATION DISCLOSURE

For information about how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website: www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Enterprise Development, One Tower Square, Hartford, CT 06183.



HOT DOG VENDOR PARKING & FOOD SERVICE AGREEMENT

(Massachusetts – Veterans Organization Property)

This Agreement

This Hot Dog Vendor Parking & Food Service Agreement (“Agreement”) is made on the 22nd day of June, 2026, by and between:

Veterans Organization (“Organization”)

Name: AmVets Post 147

Address: 576 Primrose St, Haverhill, MA 01830

Phone/Email: (978) 374-9807 / Amvets147@gmail.com

Food Vendor (“Vendor”)

Business Name:

KENNY2'S HOT DOGS + MORE

Owner/Operator:

KENNETH Z. BOLIS

Address:

12 PIGEON LN FREMONT, N.H. 03044

Phone/Email:

603-205-2515 KEN21251@GMAIL.COM

The Organization and Vendor may be referred to individually as a “Party” and collectively as the “Parties.”

1. Purpose

The Organization grants the Vendor permission to park and operate a food cart, trailer, or truck on the Organization's private parking lot for the purpose of preparing and selling hot dogs and related food items to Organization members, guests, and the general public.

2. Location & Operating Schedule

2.1 Designated Area

Vendor shall operate only in the following approved area:

2.2 Parking Map / Layout Description

A diagram or written description of the Vendor's exact parking location shall be attached as **Exhibit A**. Vendor agrees not to block entrances, exits, fire lanes, or handicap-accessible areas.

2.3 Days & Hours of Operation

- Days:

TUE THRU FRI

- Hours:

11-5 STANDARD TIME SPECIAL EVENTS TIME DEPENDENT ON EVENT

- Any changes require prior approval from the Organization.

3. Fees & Payment Terms

3.1 Percentage-of-Sales Payment

Vendor agrees to pay the Organization 5 % of gross sales for each day of operation.

Sales reports submitted: ☐ daily ☒ weekly ☐ monthly Payment method: ☐ cash ☒ check ☐ electronic transfer

The Organization may request reasonable verification of sales totals.

4. Vendor Responsibilities

Vendor agrees to:

- Maintain all required Massachusetts and local permits.
- Maintain ServSafe or equivalent certification.
- Keep the vending area clean and sanitary.
- Provide all equipment, power, water, and supplies unless otherwise agreed.
- Operate all cooking equipment, propane, and generators safely.
- Avoid damage to Organization property.
- Conduct business respectfully and professionally.
- Ensure employees comply with all laws and Organization rules.

5. Special Event Rules

Vendor agrees to the following:

- The Organization may modify hours or temporarily relocate the Vendor during special events.
- Vendor agrees to coordinate setup times for event days.
- Additional event fee (if applicable): \$ 0
- Vendor may be asked to offer special pricing or menu items (optional):
☐ Required ☐ Not Required

6. Noise, Generator, and Propane Restrictions

6.1 Noise

- Equipment and generators must not exceed reasonable noise levels.
- Noise must not disrupt Organization activities or neighbors.

6.2 Generator Use

- Generators must be properly muffled and maintained.
- Fuel must be stored safely.
- No refueling while the generator is running.

6.3 Propane Use

- Tanks must be secured and compliant with Massachusetts fire code.
- No unattended open flames.
- A proper fire extinguisher must be present at all times.

7. Health Inspection Access

Vendor agrees to:

- Allow health inspectors full access during operating hours.
- Immediately correct any violations.
- Notify the Organization of any citations or required corrective actions within 24 hours.

Failure to comply may result in suspension or termination.

8. Organization Responsibilities

The Organization agrees to:

- Provide access to the designated parking area.
- Notify Vendor of closures, schedule changes, or special events.
- Maintain the parking area in reasonably safe condition.

9. Insurance & Liability

9.1 Vendor Insurance

Vendor shall maintain:

- **General Liability Insurance:** Minimum \$1,000,000 per occurrence
- **Workers' Compensation Insurance:** If Vendor has employees
- **And Amvets Post 147 is additional insured**

Proof of insurance required before operations begin.

9.2 Indemnification

Vendor shall indemnify and hold harmless the Organization, its officers, members, and volunteers from any claims arising from Vendor's operations.

9.3 Property Damage

Vendor is responsible for any damage caused to Organization property.

10. Compliance to Laws, Regulations, Ordinances, Requirements

Vendor shall comply with all applicable:

- Massachusetts health and safety regulations
- Local ordinances
- Fire department requirements
- Food handling and sanitation laws

11. Term & Termination

11.1 Term

Start Date: ASAP

End Date: MARCH 2027

11.2 Termination

Either Party may terminate with ____ days' written notice. The Organization may terminate immediately for:

- Unsafe practices
- Illegal activity
- Violation of this Agreement
- Disruptive behavior

12. No Exclusive Rights

This Agreement does not grant exclusive rights unless explicitly stated.

13. Amendments

Any changes must be in writing and signed by both Parties.

14. Signatures

Veterans Organization Representative

Name:

Sean K. Sullivan, President of Board of Directors

Signature:

Date:

6/22/2026

Vendor Name:

KENNETH Z. BOLIS / KENNY Z'S HOTDOGS & MORE

Signature:

Date:

06-22-2026



Document
CITY OF HAVERHILL

In Municipal Council

13.1
AUG 6 AM 9:04
HVCITYCLERK

Ordered:

That in accordance with General Laws, Chapter 44, Section 64, authorize the payment of bill(s) of the previous years and to further authorize the payment from current year departmental appropriations as listed below:

<u>Vendor</u>	<u>Amount</u>	<u>Account</u>
Weston & Sampson	\$5,092.16	Engineering
CCMSI	\$3,691.67	Human Resources
AFC	\$1,065.00	Human Resources
Comcast Business	\$354.89	Water Treatment
Primo Brands	\$23.07	Auditor
	<u>\$10,226.79</u>	

15.1

CITY COUNCIL

Timthoy J. Jordan, *President*
John A. Michitson, *Vice President*
Thomas J. Sullivan
Colin F. LePage
Melissa J. Lewandowski
Catherine P. Rogers
Shaun P. Toohey
Michael S. McGonagle
Daniel R. Diodati
Devan Ferreira
Ralph T. Basiliere



CITY HALL, ROOM 204
4 SUMMER STREET
TELEPHONE: 978-374-2328
FACSIMILE: 978-374-2329
WWW.CITYOFHAVERHILL.GOV
CITYCOUNCIL@HAVERHILLMA.GOV

CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

August 4, 2026

To: President & Members of the City Council

Councilor Lewandowski wishes to announce the Natural Resources and Public Property subcommittee meeting on Monday, September 14, 2026 at 6PM in Room 202, City Council Chambers.


Councilor Melissa J. Lewandowski

(Meeting: 8/11/26)

15.1

CITY COUNCIL

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CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

July 20, 2026

TO: Kaitlin M. Wright, City Clerk

RE: Natural Resources and Public Property Committee Meeting -
Monday, September 14, 2026, 6:00 PM

Dear Ms. Wright:

Please be advised, I have scheduled a Natural Resources and Public Property Committee meeting for **Monday, September 14, 2026, at 6:00 PM in the City Council Chambers, Room 202, City Hall, 4 Summer Street.**

The purpose of the meeting is to discuss and review the following:

- **Doc. 12-c-Motion by Councilor McGonagle to send further discussion on fixed vendor locations**

You can also join the meeting remotely by using the link: <https://meet.google.com/jeb-ivyz-mug>

Sincerely,

Melissa J. Lewandowski

Melissa J. Lewandowski, Chairperson
Natural Resources and Public Property Committee

JAM/lar
Attachments

C: NRPP Committee Members, City Council, Mayor Melinda E. Barrett, Ben Delaware, Recreation Department, Richard MacDonald, Health and Inspectional Services, City Solicitor, Lisa Mead

Lori Robertson

From: Erinn Scott <escott@haverhillcommunitytv.org>
Sent: Wednesday, July 22, 2026 11:21 AM
To: Lori Robertson; Matt Belfiore; Dave Shultz; Lindsay Paris; cbowden; cellson; Escott@haverhillcommunitytv.org
Subject: Natural Resource & Public Property Meeting - Monday, September 14, 2026, at 6PM

Warning! External Email. Exercise caution when opening attachments or clicking on any links. .

Warning! External Email. Exercise caution when opening attachments or clicking on any links.

Good afternoon,

Here is the link to join the Natural Resource & Public Property Meeting on Monday, September 14, 2026, at 6PM.

<https://meet.google.com/jeb-jvyz-muq>

Or open Meet and enter this code: jeb-jvyz-muq

Dial in (audio only): (US) +1 260-639-8025 PIN: 698 085 388#

Thank you!

Erinn E. Scott, Office Manager
escott@haverhillcommunitytv.org
HC Media
60 Elm St.
Haverhill, MA 01830
(978) 372-8070 Ex. 202



MELINDA E. BARRETT
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
MAYOR@HAVERHILLMA.GOV
WWW.HAVERHILLMA.GOV

May 29, 2026

6/16/26
Council mtg.
Ref to NRPP

To: City Council President Timothy J. Jordan and Members of the
Haverhill City Council

From: Mayor Melinda E. Barrett

Re: Ordinance Amending Chapter 191, Article IV Relating to Fixed
Location Vendors

Dear Mr. President and Members of the City Council:

Councilor Devan Ferreira and I respectfully submit for discussion and consideration the attached Ordinance to amend Chapter 191, Article IV of the City Code regarding fixed location vendors.

Thank you,

Very truly yours,

Melinda E. Barrett
Mayor



Document

CITY OF HAVERHILL

In Municipal Council

MAY 29 AM 8:24
HVCITYCLERK

Ordered:

MUNICIPAL ORDINANCE

CHAPTER 191

AN ORDINANCE AMENDING ARTICLE IV
RELATING TO FIXED LOCATION VENDORS

BE IT ORDAINED by the City Council of the City of Haverhill that Chapter 191, Article IV Peddlers and Hawkers, Transient Vendors and Fixed Location Vendors of the Code of the City of Haverhill, as amended, being and is hereby further amended as follows:

§ 191-8. Definitions.

The following words shall for the purposes of this article have the following meanings, unless the context requires otherwise:

FIXED LOCATION VENDOR

Any person who, for himself or for another person, engages in the sale of goods, wares, merchandise, food or beverages at a fixed location which is carried on in any fixed or mobile cart, wagon or tables. The term shall not include bona fide nonprofit, civic, charitable, or youth organizations conducting occasional fundraising sales or events not operated as a continuous commercial vending activity.

HAWKER or PEDDLER

Any person who, for himself or for another person, travels by foot, automobile or any other type of conveyance from place to place, from house to house, or from street to street, taking or attempting to lease or take orders for retail sale of goods, wares, merchandise, or services. This shall include persons engaged in door-to-door sale for future delivery as defined by MGL c. 101, § 34.

SEASONAL PRODUCTS

Christmas trees, wreaths, baskets, blooming plants and cut flowers.

TRANSIENT VENDOR

Any person who, for himself or for another person, who engages in a temporary or transient business in the commonwealth selling goods, wares or merchandise, either in one locality or in traveling from place to place. Temporary or transient business shall mean any

exhibition and sale of goods, wares or merchandise which is carried on in any tent, booth, building or other structure, unless such place is open for business during usual business hours for a period of at least 12 consecutive months.

§ 191-9 Licenses.

It shall be unlawful for any person, firm or corporation to engage in the business of hawker/peddler without first having secured a state license or a license from the City. It shall be unlawful for any person, firm or corporation to engage in the business of transient vendor without first having secured a state license and a license from the City. It shall be unlawful for any person, firm or corporation to engage in the business of fixed location vendor without first having secured a license from the City.

- A. Application. Applications for permission to use City property or to sell on City streets, sidewalks, public ways or in any public space shall be made to the City Clerk and shall be subject to the approval of the City Council. Applications shall state thereon the kind of merchandise to be sold, the proposed location of the business, the dates and times of operation and the permanent address and telephone number of the vendor, **and, in the case of any fixed-location vendor selling food or beverage items, a detailed menu or list of all proposed food and beverage items to be sold, including any proposed substitutions or seasonal variations.**
- B. Fee. The fee for a hawker/peddler license shall be \$62, unless the applicant has a state license in which case there shall be no fee. The fee for a transient vendor or a fixed location vendor shall be \$100 for a period of less than 30 days or \$300 for a period exceeding 30 days.
- C. Prior approvals. Before such a permit is issued, approval shall be obtained from the Chief of Police (registration and traffic safety, etc.); Building Inspector (signs, zoning, regulations, etc.); Wiring Inspector (lights, etc.); Recreation Director (use of Riverside Park and area in front of or on the side of Haverhill Stadium); Fire Inspector; and Health Department (food or beverage sales).
- D. Hours of operation. No sales activity shall be allowed before 9:00 a.m. and after 9:00 p.m. without the prior permission of the City Council.
- E. The sale of silly string or similar type goods or snap caps and stink bombs or similar explosives or any facsimile cigarettes during a parade or public event in the City of Haverhill is prohibited.
- F. A permit to sell may only be used by the person whose name appears on the City license, unless an employee is working under a licensed vendor and obtains a separate employee license. The fee for such an employee license shall be \$25, and the employee license shall run with the term of the licensed vendor.
- G. No transient vendor or fixed location vendor license shall be issued without the applicant indemnifying the City of Haverhill from any and all claims arising out of the maintenance of such a location and by placing on file a sidewalk obstruction bond in the amount of \$5,000 as

set forth in § 222-46 of this Code.

- H. All permits issued under this section may be effective for up to one year, commencing on January 1 and with an expiration date of December 31 of the year in which the permit is granted. Any license which is not renewed for the upcoming year by December 1 of the prior year may be subject to reassignment in accordance with the provisions of § 191-11B.
- I. Any person, firm or corporation engaging in the business of hawker/peddler within the City of Haverhill who is operating on the basis of a state license solely shall register with the Chief of Police at least 24 hours prior to conducting business and shall provide the kind of merchandise to be sold, the proposed areas and locations in which they will engage in their business, the dates and times of operation, the permanent address and telephone number of the vendor, and a copy of a valid state hawker/peddler license.
- J. Door-to-door sales.
 - (1) Any person, firm or corporation engaging in the business of door-to-door sales for future delivery shall comply with all provisions of M.G.L. c. 101, § 34. The Chief of Police shall be the designated official for the registration required by M.G.L. c. 101, § 34. The Chief of Police may make reasonable rules and regulations for such registrations and persons engaged in the business of door-to-door sales consistent with M.G.L. c. 101, § 34. A registration fee of \$100 shall be paid to the Police Department for each person so registered.
 - (2) Signs prohibiting solicitation; trespass.
 - (a) It shall be unlawful for any salesperson to enter the premises or remain on property displaying a "No Trespassing" or "No Solicitation" sign.
 - (b) It shall be unlawful for any salesperson to ignore a no-solicitation directive or remain on private property after a resident or resident's representative has indicated that the salesperson is not welcome.
 - (3) Do Not Knock Registry.
 - (a) The Police Department shall prepare a list of addresses of those premises where the owner and/or occupant has notified the Chief of Police, or his designee, that a door-to-door salesperson, hawker, peddler or any other person, including corporate or business entities, wishing to sell wares or services in all districts, in locations which are not stationary, are not permitted on the premises (hereinafter referred to as the "Do Not Knock Registry"). Notification shall be by completion of a form available at the Police Department.
 - (b) The Chief of Police or designee shall distribute the current Do Not Knock Registry to a person or entity licensed under this section at the time of issuance of the license. The licensee shall not peddle, canvass, or conduct door-to-door

sales at any premises identified on the then current Do Not Knock Registry.

- (4) Exemptions. The above provisions shall not apply to any person who goes door to door for the purpose of advocating any religious, political, social or other position or belief protected by the federal or state constitution, the sale or delivery of newspapers, any corporation organized for charitable purposes, such as schools or the Boy/Girl Scouts, and candidates for public office.
- (5) Penalties. Any canvasser, peddler, itinerant vender or owner or employee of a door-to-door sales enterprise who violates any provision of this section shall be:
- (6) Subject to a fine of \$300 per offense; and/or
- (7) Subject to a one-year revocation of any license issued by the Chief of Police.

§ 191-10 Seasonal products; fee.

It shall be unlawful for any person, firm or corporation to engage in the business of transient vendor or fixed location vendor for the sale of seasonal products without first having secured a City license pursuant to the requirements of § 191-9. The fee for a license to sell seasonal products shall be \$200.

§ 191-11. Permitted fixed locations; exceptions.

A. Permitted locations. Selling within the City of Haverhill of products licensed under § 191-9 by fixed-location vendors shall only be permitted within the boundaries of these the following areas; **provided, however, that at any location where more than one vendor is authorized, no two vendors shall principally sell the same primary product or food item.**

- (1) Winnekenni area, Route 110: one vendor.
- (2) Bradford Common: one vendor.*
- (3) Riverside Park: ~~one vendor.~~ **four vendors.**
- (4) Washington Square: one vendor.
- (5) GAR Park: ~~one vendor.~~ **two vendors.**
- (6) Swasey Park: ~~one vendor.~~ **two vendors.**
- (7) Outside Haverhill Stadium at Lincoln and Nettleton Avenues: ~~one vendor.~~ **two vendors.**
- (8) Riverfront Park: one vendor, provided, however, that no food trucks shall be permitted as provided in § 191-30, and that any vendor operating at Riverfront Park**

shall not principally sell food or beverage items that are substantially similar to the primary menu offerings of existing fixed-location food service establishments located within the Central Business District, as defined by § 11-70 of this Code.

(9) Plug Pond: one vendor.

~~(8)~~ (10) Other areas as approved by the City Council.

* An enclosed cart 8.5 x 12 feet, excluding hitch, is allowed at the Bradford site only. Any party desiring a similar type of cart at any other location must petition the City Council for permission

B. Vacated locations. Persons who wish to be considered for a permit for one of the above locations, when vacated, may notify the City Clerk, who shall maintain a waiting list, including the person's name, address and a date of receipt. Interested parties shall be notified when a location is vacated and shall have 30 days to apply for issuance of a permit. If more than one person applies for a particular site, preference shall be given to the earliest qualified applicant, as determined by the City Council date stamp of the application received by the City Clerk. If no person has applied for a permit within 30 days or if there are no persons on the waiting list, the location shall be granted to the earliest qualified applicant, if the City Council so determines. The waiting list must be renewed every two years, with those applicants on the list to be notified by the City Clerk by regular U.S. mail to renew the application by November 1. Persons may be permitted for more than one location if allowed by the City Council. Any person with a valid permit who fails to operate his/her location for a period of less than four days per calendar week, Sunday through Saturday, weather permitting, from Memorial Day through Labor Day, may have said permit be subject to revocation by the City Council, after notice and hearing.

C. Exceptions. The following areas shall not be permitted to have any type of selling by either a transient vendor or hawker/peddler:

(1) All municipal parking areas.

~~(2)~~ Plug Pond.

~~(3)~~ (2) Meadowbrook Conservation Area.

~~(4)~~ (3) Within 300 feet of any public school building, notwithstanding the provisions of § 191-2.

~~(5)~~ (4) Within 25 feet of any parade route commencing 1/2 hour prior to the start of said parade, except for those permitted to sell in accordance with § 191-12.

(D) Compliance with City Clerk Regulations. All approved vendors shall comply with all rules, regulations, permitting requirements, and mapping locations as established by the City Clerk's Office relating to fixed-location vendors, as the same may be amended from

time to time.

§ 191-12 Special events.

- A. Fixed location vendors shall also be permitted to operate during special events, provided that a notification of intent to operate during the special event is filed with the event director or committee at least 30 days prior to said special event and the event director or committee approves the specific location. The event director or committee shall not unreasonably withhold approval for operation during a special event; however, the event director or committee shall have exclusive jurisdiction over the assigned specific location at which any person(s) may operate.[1]

§ 191-13 Fraud; violations and penalties.

- A. Fraud. Any licensed transient vendor or peddler or hawker who shall be guilty of any fraud, cheating or misrepresentation, whether through himself or through an employee, while acting in the City, or who shall barter, sell or peddle any goods or merchandise or wares other than those specified in his application for a license or who shall fail to comply with the conditions and restrictions contained herein shall be deemed guilty of a violation of this article.
- B. Penalty. Any person, firm or corporation violating any provision of this article shall be fined not less than \$50 nor more than \$250 for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.



Document
CITY OF HAVERHILL
In Municipal Council

Ordered:

MUNICIPAL ORDINANCE

CHAPTER 191

**AN ORDINANCE AMENDING ARTICLE IV
RELATING TO FIXED LOCATION VENDORS**

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HAWKER or PEDDLER

Any person who, for himself or for another person, travels by foot, automobile or any other type of conveyance from place to place, from house to house, or from street to street, taking or attempting to lease or take orders for retail sale of goods, wares, merchandise, or services. This shall include persons engaged in door-to-door sale for future delivery as defined by MGL c. 101, § 34.

SEASONAL PRODUCTS

Christmas trees, wreaths, baskets, blooming plants and cut flowers.

TRANSIENT VENDOR

Any person who, for himself or for another person, who engages in a temporary or transient business in the commonwealth selling goods, wares or merchandise, either in one locality or in traveling from place to place. Temporary or transient business shall mean any

exhibition and sale of goods, wares or merchandise which is carried on in any tent, booth, building or other structure, unless such place is open for business during usual business hours for a period of at least 12 consecutive months.

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- A. Application. Applications for permission to use City property or to sell on City streets, sidewalks, public ways or in any public space shall be made to the City Clerk and shall be subject to the approval of the City Council. Applications shall state thereon the kind of merchandise to be sold, the proposed location of the business, the dates and times of operation and the permanent address and telephone number of the vendor, and, in the case of any fixed-location vendor selling food or beverage items, a detailed menu or list of all proposed food and beverage items to be sold, including any proposed substitutions or seasonal variations.
- B. Fee. The fee for a hawker/peddler license shall be \$62, unless the applicant has a state license in which case there shall be no fee. The fee for a transient vendor or a fixed location vendor shall be \$100 for a period of less than 30 days or \$300 for a period exceeding 30 days.
- C. Prior approvals. Before such a permit is issued, approval shall be obtained from the Chief of Police (registration and traffic safety, etc.); Building Inspector (signs, zoning, regulations, etc.); Wiring Inspector (lights, etc.); Recreation Director (use of Riverside Park and area in front of or on the side of Haverhill Stadium); Fire Inspector; and Health Department (food or beverage sales).
- D. Hours of operation. No sales activity shall be allowed before 9:00 a.m. and after 9:00 p.m. without the prior permission of the City Council.
- E. The sale of silly string or similar type goods or snap caps and stink bombs or similar explosives or any facsimile cigarettes during a parade or public event in the City of Haverhill is prohibited.
- F. A permit to sell may only be used by the person whose name appears on the City license, unless an employee is working under a licensed vendor and obtains a separate employee license. The fee for such an employee license shall be \$25, and the employee license shall run with the term of the licensed vendor.
- G. No transient vendor or fixed location vendor license shall be issued without the applicant indemnifying the City of Haverhill from any and all claims arising out of the maintenance of such a location and by placing on file a sidewalk obstruction bond in the amount of \$5,000 as set forth in § 222-46 of this Code.

- H. All permits issued under this section may be effective for up to one year, commencing on January 1 and with an expiration date of December 31 of the year in which the permit is granted. Any license which is not renewed for the upcoming year by December 1 of the prior year may be subject to reassignment in accordance with the provisions of § 191-11B.
- I. Any person, firm or corporation engaging in the business of hawker/peddler within the City of Haverhill who is operating on the basis of a state license solely shall register with the Chief of Police at least 24 hours prior to conducting business and shall provide the kind of merchandise to be sold, the proposed areas and locations in which they will engage in their business, the dates and times of operation, the permanent address and telephone number of the vendor, and a copy of a valid state hawker/peddler license.
- J. Door-to-door sales.
- (1) Any person, firm or corporation engaging in the business of door-to-door sales for future delivery shall comply with all provisions of M.G.L. c. 101, § 34. The Chief of Police shall be the designated official for the registration required by M.G.L. c. 101, § 34. The Chief of Police may make reasonable rules and regulations for such registrations and persons engaged in the business of door-to-door sales consistent with M.G.L. c. 101, § 34. A registration fee of \$100 shall be paid to the Police Department for each person so registered.
- (2) Signs prohibiting solicitation; trespass.
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- (b) It shall be unlawful for any salesperson to ignore a no-solicitation directive or remain on private property after a resident or resident's representative has indicated that the salesperson is not welcome.
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- (a) The Police Department shall prepare a list of addresses of those premises where the owner and/or occupant has notified the Chief of Police, or his designee, that a door-to-door salesperson, hawker, peddler or any other person, including corporate or business entities, wishing to sell wares or services in all districts, in locations which are not stationary, are not permitted on the premises (hereinafter referred to as the "Do Not Knock Registry"). Notification shall be by completion of a form available at the Police Department.
- (b) The Chief of Police or designee shall distribute the current Do Not Knock Registry to a person or entity licensed under this section at the time of issuance of the license. The licensee shall not peddle, canvass, or conduct door-to-door sales at any premises identified on the then current Do Not Knock Registry.

- (4) Exemptions. The above provisions shall not apply to any person who goes door to door for the purpose of advocating any religious, political, social or other position or belief protected by the federal or state constitution, the sale or delivery of newspapers, any corporation organized for charitable purposes, such as schools or the Boy/Girl Scouts, and candidates for public office.
- (5) Penalties. Any canvasser, peddler, itinerant vender or owner or employee of a door-to-door sales enterprise who violates any provision of this section shall be:
- (6) Subject to a fine of \$300 per offense; and/or
- (7) Subject to a one-year revocation of any license issued by the Chief of Police.

§ 191-10 Seasonal products; fee.

It shall be unlawful for any person, firm or corporation to engage in the business of transient vendor or fixed location vendor for the sale of seasonal products without first having secured a City license pursuant to the requirements of § 191-9. The fee for a license to sell seasonal products shall be \$200.

§ 191-11. Permitted fixed locations; exceptions.

A. Permitted locations. Selling within the City of Haverhill of products licensed under § 191-9 by fixed-location vendors shall only be permitted within the boundaries of the following areas; provided, however, that at any location where more than one vendor is authorized, no two vendors shall principally sell the same primary product or food item.

- (1) Winnekenni area, Route 110: one vendor.
- (2) Bradford Common: one vendor.*
- (3) Riverside Park: four vendors.
- (4) Washington Square: one vendor.
- (5) GAR Park: two vendors.
- (6) Swasey Park: two vendors.
- (7) Outside Haverhill Stadium at Lincoln and Nettleton Avenues: two vendors.
- (8) Riverfront Park: one vendor, provided, however, that no food trucks shall be permitted as provided in § 191-30, and that any vendor operating at Riverfront Park shall not principally sell food or beverage items that are substantially similar to the primary menu offerings of existing fixed-location food service establishments located

within the Central Business District, as defined by § 11-70 of this Code.

(9) Plug Pond: one vendor.

(10) Other areas as approved by the City Council.

* An enclosed cart 8.5 x 12 feet, excluding hitch, is allowed at the Bradford site only. Any party desiring a similar type of cart at any other location must petition the City Council for permission

B. Vacated locations. Persons who wish to be considered for a permit for one of the above locations, when vacated, may notify the City Clerk, who shall maintain a waiting list, including the person's name, address and a date of receipt. Interested parties shall be notified when a location is vacated and shall have 30 days to apply for issuance of a permit. If more than one person applies for a particular site, preference shall be given to the earliest qualified applicant, as determined by the date stamp of the application received by the City Clerk. If no person has applied for a permit within 30 days or if there are no persons on the waiting list, the location shall be granted to the earliest qualified applicant, if the City Council so determines. The waiting list must be renewed every year, with those applicants on the list to be notified by the City Clerk by regular U.S. mail to renew the application by November 1. Persons may be permitted for more than one location if allowed by the City Council. Any person with a valid permit who fails to operate his/her location for a period of less than four days per calendar week, Sunday through Saturday, weather permitting, from Memorial Day through Labor Day, may have said permit be subject to revocation by the City Council, after notice and hearing.

C. Exceptions. The following areas shall not be permitted to have any type of selling by either a transient vendor or hawker/peddler:

(1) All municipal parking areas.

(2) Meadowbrook Conservation Area.

(3) Within 300 feet of any public school building, notwithstanding the provisions of § 191-2.

(4) Within 25 feet of any parade route commencing 1/2 hour prior to the start of said parade, except for those permitted to sell in accordance with § 191-12.

(D) Compliance with City Clerk Regulations. All approved vendors shall comply with all rules, regulations, permitting requirements, and mapping locations as established by the City Clerk's Office relating to fixed-location vendors, as the same may be amended from time to time.

§ 191-12 Special events.

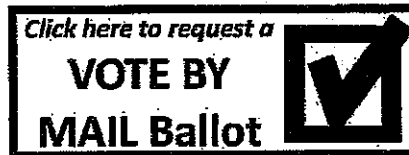
A. Fixed location vendors shall also be permitted to operate during special events, provided that a notification of intent to operate during the special event is filed with the event director

or committee at least 30 days prior to said special event and the event director or committee approves the specific location. The event director or committee shall not unreasonably withhold approval for operation during a special event; however, the event director or committee shall have exclusive jurisdiction over the assigned specific location at which any person(s) may operate.[1]

§ 191-13 Fraud; violations and penalties.

- A. Fraud. Any licensed transient vendor or peddler or hawker who shall be guilty of any fraud, cheating or misrepresentation, whether through himself or through an employee, while acting in the City, or who shall barter, sell or peddle any goods or merchandise or wares other than those specified in his application for a license or who shall fail to comply with the conditions and restrictions contained herein shall be deemed guilty of a violation of this article.
- B. Penalty. Any person, firm or corporation violating any provision of this article shall be fined not less than \$50 nor more than \$250 for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

STATE PRIMARY ELECTION	VOTER REGISTRATION DEADLINE	EARLY VOTING PERIOD	LAST DAY TO REQUEST VOTE BY MAIL BALLOT
September 1, 2026	August 22, 2026	August 22 – August 28, 2026	August 25, 2026



[Check your Massachusetts Voter Registration Status!](#)

From: Devan Ferreira <DFerreira@haverhillma.gov>

Sent: Monday, April 20, 2026 5:40 PM

To: Jacki Byerley <JByerley@HaverhillMa.gov>; Kaitlin Wright <kwright@haverhillma.gov>

Subject: Fixed location vendors draft

Hi!

Attached is my very quick draft of changes to the fixed location vendor ordinance-my suggestions are in purple italics, with a few questions at the end, mostly so I didn't forget to ask Lisa Mead...When I met with her she said just to mark up the existing ordinance and get it back to her, and she would work out the wording.

Let me know what you think?

Devan

Get [Outlook for iOS](#)

Proposed changes to sec. 191-11 Permitted fixed locations; exceptions

Added 7-13-1993 by Doc. 87; amended 5-16-1995 by Doc. 88; 4-20-1999 by Doc. 64; 11-9-2004 by Doc. 146; 12-7-2004 by Doc. 155]

A. Permitted locations. Selling within the City of Haverhill of products licensed under § 191-9 by fixed-location vendors shall only be permitted within the boundaries of these areas:

[Amended 10-5-2010 by Doc. 104; 3-22-2011 by Doc. 29]

- (1) Winnekenni area, Route 110: one vendor. *Add one vendor inside park*
- (2) Bradford Common: one vendor.*
- (3) Riverside Park: one vendor. *Four vendors, each selling different items*
- (4) Washington Square: one vendor.
- (5) GAR Park: one vendor. *Two vendors, each selling different items*
- (6) Swasey Park: one vendor. *Two vendors, each selling different items*
- (7) Outside Haverhill Stadium at Lincoln and Nettleton Avenues: one vendor *Two vendors, each selling different items*
- (8) Other areas as approved by the City Council. *Add one vendor at Riverfront Park, one vendor at Plug Pond*

* An enclosed cart 8.5 x 12 feet, excluding hitch, is allowed at the Bradford site only. Any party desiring a similar type of cart at any other location must petition the City Council for permission

B. Vacated locations. Persons who wish to be considered for a permit for one of the above locations, when vacated, may notify the City Clerk, who shall maintain a waiting list, including the person's name, address and a date of receipt. Interested parties shall be notified when a location is vacated and shall have 30 days to apply for issuance of a permit. If more than one person applies for a particular site, preference shall be given to the earliest qualified applicant, as determined by the City Council. If no person has applied for a permit within 30 days or if there are no persons on the waiting list, the location shall be granted to the earliest qualified applicant, if the City Council so determines. The waiting list must be renewed every two years, with those applicants on the list to be notified by the City Clerk by regular U.S. mail to renew the application by November 1. Persons may be permitted for more than one location if allowed by the City Council. Any person with a valid permit who fails to operate his/her location for a period of less than four days per calendar week, Sunday through Saturday, weather permitting, from Memorial Day through Labor Day, may have said permit be subject to revocation by the City Council, after notice and hearing.

[Amended 10-5-2010 by Doc. 104; 3-22-2011 by Doc. 29]

C. Exceptions. The following areas shall not be permitted to have any type of selling by either a transient vendor or hawker/peddler:

- (1) All municipal parking areas.
- (2) Plug Pond. *Remove*
- (3) Meadowbrook Conservation Area.
- (4) Within 300 feet of any public school building, notwithstanding the provisions of § 191-2.
- (5) Within 25 feet of any parade route commencing 1/2 hour prior to the start of said parade, except for those permitted to sell in accordance with § 191-12.

Solicitor Mead suggested including wording that permitted vendors are subject to regulations for fixed sites-this is where we would include a map or specifics for where vendors can be located; regulations don't need to be included here?

In section 191-8 under definitions: do we need to clarify if non-profit organizations selling as fundraising is the same as a fixed location vendor (I.e.- riverside-Bradford baseball as fixed vendor at Riverside Park) Does a fundraising vendor take the spot of a permitted fixed location vendor?

City Clerk

4 Summer Street, Room 118

Office: (978) 374-2312

Fax: (978) 373-8490

kwright@haverhillma.gov



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STATE PRIMARY ELECTION	VOTER REGISTRATION DEADLINE	EARLY VOTING PERIOD	LAST DAY TO REQUEST VOTE BY MAIL BALLOT
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From: Jacki Byerley <JByerley@HaverhillMa.gov>

Sent: Tuesday, April 21, 2026 11:12 AM

To: Devan Ferreira <DFerreira@haverhillma.gov>; Kaitlin Wright <kwright@haverhillma.gov>

Subject: RE: Fixed location vendors draft

I have a concern on the phrasing of "each selling different items" would that mean only 1 could sell bottles of water or soda? It may need to be reworded that with a phrase something like this, and could be placed as an asterisk or a footnote:

"Each food vendor must feature a distinct primary menu item as their main offering; however, vendors may offer overlapping secondary items such as beverages or complementary sides."

From: Devan Ferreira <DFerreira@haverhillma.gov>

Sent: Tuesday, April 21, 2026 10:24 AM

To: Kaitlin Wright <kwright@haverhillma.gov>; Jacki Byerley <JByerley@HaverhillMa.gov>

Subject: Re: Fixed location vendors draft

Thanks! I think if in the regulations we stipulate size of carts, etc and their locations that may help with congestion/traffic concerns? Most folks who stop at Lisa's dogs at the stadium park in that parking lot

right there, and swasey is mostly foot traffic and on street parking. I assumed the vendors for swasey would be located inside the park?

Have a great day!
Devan

she/her

City Councilor for Haverhill's Ward 3
(401)499-3583

From: Kaitlin Wright <kwright@haverhillma.gov>
Sent: Tuesday, April 21, 2026 10:14:26 AM
To: Devan Ferreira <DFerreira@haverhillma.gov>; Jacki Byerley <JByerley@HaverhillMa.gov>
Subject: RE: Fixed location vendors draft

Hi Devan,

I think the suggestion of added vendors to certain locations are fine – but my only concern would be about parking. I don't view it as an issue for places like Winnekenni, Riverside Park, or GAR Park, but I do think that increases vendors at Swasey Park and Nettleton Ave may cause added congestion to the area. I am not super familiar with the parking at Swasey Park, but we would need to anticipate that both vendors may take up a parking spot each or make a stipulation for one vendor that they have a cart of a certain size. We may want to consider adding the size requirements to Washington Square, as well, as it can't accommodate a large mobile vendor.

All my best,

Kaitlin

Kaitlin M. Wright, CMC
City Clerk
4 Summer Street, Room 118
Office: (978) 374-2312
Fax: (978) 373-8490
kwright@haverhillma.gov



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To: Devan Ferreira <DFerreira@haverhillma.gov>; Kaitlin Wright <kwright@haverhillma.gov>
Subject: RE: Fixed location vendors draft

Hi Devan,

Is there an updated draft with the comments made that you want to send to Lisa Mead?

From: Devan Ferreira <DFerreira@haverhillma.gov>
Sent: Friday, April 24, 2026 11:29 AM
To: Kaitlin Wright <kwright@haverhillma.gov>; Jacki Byerley <JByerley@HaverhillMa.gov>
Subject: Re: Fixed location vendors draft

Happy Friday! Is this very basic draft of changes ok enough to send on to Lisa Mead?

Devan

she/her

City Councilor for Haverhill's Ward 3
(401)499-3583

From: Devan Ferreira <DFerreira@haverhillma.gov>
Sent: Tuesday, April 21, 2026 11:48:37 AM
To: Kaitlin Wright <kwright@haverhillma.gov>; Jacki Byerley <JByerley@HaverhillMa.gov>
Subject: Re: Fixed location vendors draft

Makes sense to me too-just wanted to get the essence of what we want in the ordinance so Solicitor can finesse!

Devan

she/her

City Councilor for Haverhill's Ward 3
(401)499-3583

From: Kaitlin Wright <kwright@haverhillma.gov>
Sent: Tuesday, April 21, 2026 11:19:54 AM
To: Jacki Byerley <JByerley@HaverhillMa.gov>; Devan Ferreira <DFerreira@haverhillma.gov>
Subject: RE: Fixed location vendors draft

I think your correction makes sense, Jacki!

All my best,

Kaitlin

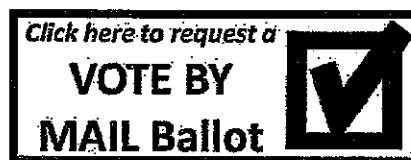
Kaitlin M. Wright, CMC

Office: (978) 374-2312
Fax: (978) 373-8490
kwright@haverhillma.gov



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Check your Massachusetts Voter Registration Status!

From: Devan Ferreira <DFerreira@haverhillma.gov>
Sent: Monday, April 27, 2026 9:08 AM
To: Jacki Byerley <JByerley@HaverhillMa.gov>; Kaitlin Wright <kwright@haverhillma.gov>
Subject: Re: Fixed location vendors draft

Morning!

I can send the draft I initially sent to you to Lisa and include your suggestion of wording about not selling the same primary item?

If we can get the basics of what changes we need to Lisa, she said she can draft the changes pretty quickly...I'm planning to ask that she share her draft once finished again with us before taking it to council..

Devan

she/her

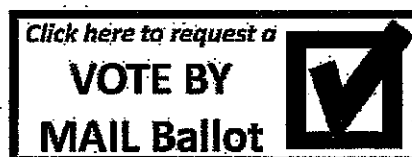
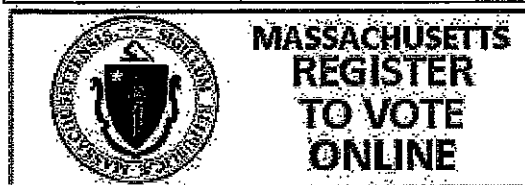
City Councilor for Haverhill's Ward 3
(401)499-3583

From: Jacki Byerley <JByerley@HaverhillMa.gov>
Sent: Monday, April 27, 2026 8:02:16 AM



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Check your Massachusetts Voter Registration Status!

From: Jacki Byerley <JByerley@HaverhillMa.gov>
Sent: Monday, April 27, 2026 9:38 AM
To: Kaitlin Wright <kwright@haverhillma.gov>; Devan Ferreira <DFerreira@haverhillma.gov>
Subject: RE: Fixed location vendors draft

Before taking it to council can this go to departments for review to make sure it doesn't trigger any concerns they may with adding vendors to locations?

From: Kaitlin Wright <kwright@haverhillma.gov>
Sent: Monday, April 27, 2026 9:14 AM
To: Devan Ferreira <DFerreira@haverhillma.gov>; Jacki Byerley <JByerley@HaverhillMa.gov>
Subject: RE: Fixed location vendors draft

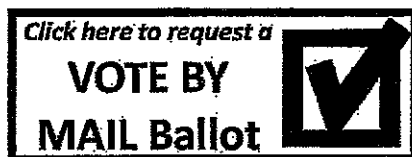
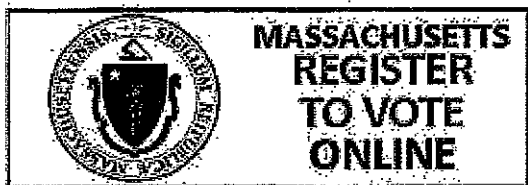
Devan,

Thanks for the update. That sounds good – please keep us in the loop.

All my best,

Kaitlin

Kaitlin M. Wright, CMC
City Clerk
4 Summer Street, Room 118



Check your Massachusetts Voter Registration Status!

From: Devan Ferreira <DFerreira@haverhillma.gov>

Sent: Monday, April 27, 2026 9:47 AM

To: Kaitlin Wright <kwright@haverhillma.gov>; Jacki Byerley <JByerley@HaverhillMa.gov>

Subject: Re: Fixed location vendors draft

Is it appropriate to email the contacts for the departments that review to say we want to increase number of vendors and ask for feedback?

Devan

she/her

City Councilor for Haverhill's Ward 3
(401)499-3583

From: Kaitlin Wright <kwright@haverhillma.gov>

Sent: Monday, April 27, 2026 9:42:35 AM

To: Jacki Byerley <JByerley@HaverhillMa.gov>; Devan Ferreira <DFerreira@haverhillma.gov>

Subject: RE: Fixed location vendors draft

I think it would be wise to add in at least the departments that typically review these applications, which are PD, Health, and Recreation.

All my best,

Kaitlin

Kaitlin M. Wright, CMC

City Clerk

4 Summer Street, Room 118

Office: (978) 374-2312

Fax: (978) 373-8490

kwright@haverhillma.gov

Lori Robertson

From: Devan Ferreira
Sent: Tuesday, July 14, 2026 3:47 PM
To: Lori Robertson
Subject: Fw: Fixed location vendors draft

Can you print this whole thread for me?

Devan

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From: Kaitlin Wright <kwright@haverhillma.gov>
Sent: Monday, 27 April 2026 09:49:44
To: Devan Ferreira <DFerreira@haverhillma.gov>; Jacki Byerley <JByerley@HaverhillMa.gov>
Subject: RE: Fixed location vendors draft

Yes, I think that would be fine. Typically, Mark Tolman is the reviewer for Health, Kevin Lynch for the PD, and Ben Delaware for recreation.

All my best,

Kaitlin

Kaitlin M. Wright, CMC

City Clerk

4 Summer Street, Room 118

Office: (978) 374-2312

Fax: (978) 373-8490

kwright@haverhillma.gov



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RE: Fixed location vendors

From: Ben Delaware <bdelaware@haverhillma.gov>

To: Devan Ferreira <DFerreira@haverhillma.gov>, Mark Tolman <mtolman@haverhillma.gov>, klynch <klynch@haverhillpolice.com>

Cc: Kaitlin Wright <kwright@haverhillma.gov>, Jacki Byerley <JByerley@HaverhillMa.gov>

Date: Wed, Apr 29, 2026, 10:32 AM

Good Morning!

First thing that comes to mind is Plug Pond. Applicants should be aware that the highest frequency of visitors is in the Summer when open for swimming. Exact opening/closing dates change based on HPS academic calendars. Also that there are set hours for the beach 10am-7pm.

Ben Delaware
Recreation Director
City of Haverhill
978-374-2388 x3938

From: Devan Ferreira <DFerreira@haverhillma.gov>

Sent: Tuesday, April 28, 2026 8:40 PM

To: Mark Tolman <mtolman@haverhillma.gov>; klynch <klynch@haverhillpolice.com>; Ben Delaware <bdelaware@haverhillma.gov>

Cc: Kaitlin Wright <kwright@haverhillma.gov>; Jacki Byerley <JByerley@HaverhillMa.gov>

Subject: Fixed location vendors

Hi all,

I'm working with Jacki and Kaitlin to update the number of vendors allowed in our fixed locations-in our current ordinance, only 1 vendor is allowed at each of 6 locations.

I'd like to propose up to 4 vendors at Riverside, 2 at Outside Stadium/nettleton Ave, 2 at swazey, 2 at winnekenni (1 would be inside park), 2 at GAR Park, 1 at Bradford common.

Additionally, 1 vendor at Plug Pond and 1 vendor at Riverfront Park.

Please let us know if you have any specific concerns or thoughts about these proposed changes-I'm hoping to get a rough draft to Solicitor Mead soon so she can finesse it for City Council consideration.

Thank you!

Fw: Fixed location vendors

From: Bonnie Dufresne <bdufresne@haverhillma.gov>
To: Devan Ferreira <DFerreira@haverhillma.gov>
Cc: Richard MacDonald <rmacdonald@haverhillma.gov>
Date: Fri, May 1, 2026, 3:35 PM

Good Afternoon Devan

Mark forwarded your inquiry to me about increasing the number of vendors at the permitted fixed sites.

It was discussed amongst all of the Health Inspectors and other than the usual requirements to comply with the food codes, trash disposal, sanitation, etc. the only other recommendation was portable toilets at the sites that do not have on site facilities. Some of these carts/trucks are on site for 4-6 hours.

Other than that recommendation this office has no objections to increasing the number of vendors.

Bonnie Dufresne
Deputy Director

From: Mark Tolman <mtolman@haverhillma.gov>
Sent: Wednesday, April 29, 2026 8:04 AM
To: Bonnie Dufresne <bdufresne@haverhillma.gov>
Subject: Fw: Fixed location vendors

From: Devan Ferreira <DFerreira@haverhillma.gov>
Sent: Tuesday, April 28, 2026 8:40 PM
To: Mark Tolman <mtolman@haverhillma.gov>; klynch <klynch@haverhillpolice.com>; Ben Delaware <bdelaware@haverhillma.gov>
Cc: Kaitlin Wright <kwright@haverhillma.gov>; Jacki Byerley <JByerley@HaverhillMa.gov>
Subject: Fixed location vendors

Hi all,
I'm working with Jacki and Kaitlin to update the number of vendors allowed in our fixed locations-in our current ordinance, only 1 vendor is allowed at each of 6 locations.

I'd like to propose up to 4 vendors at Riverside, 2 at Outside Stadium/nettleton Ave, 2 at swazey, 2 at winnekenni (1 would be inside park), 2 at GAR Park, 1 at Bradford common.

Re: External Message Fw: Fixed location vendors

Lieutenant Kevin Lynch
Devan Ferreira
Mon, May 4, 2026, 9:08PM

Warning! External Email. Exercise caution when opening attachments or clicking on any links.
The PD has no opinion about this issue. If the city wishes to increase the numbers, we will support this.

R/

Lieutenant Kevin F. Lynch
OIC Late Night Shift Group A
Supervisor: Traffic & Safety Unit / School Resource Officers / Behavioral Response Unit
Haverhill Police Department
40 Bailey Blvd.
Haverhill, MA 01830
(978) 722-1530 (Office)
(978) 872-8992 (Cell)
klynch@haverhillpolice.com



DRE #012482



From: Devan Ferreira <DFerreira@haverhillma.gov>
Sent: Monday, May 4, 2026 9:06 PM
To: Lieutenant Kevin Lynch <klynch@haverhillpolice.com>
Subject: External Message Fw: Fixed location vendors

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi again!

Looking for any feedback you may have regarding increasing the number of vendors at our fixed locations, as well as adding a couple more locations-please see the proposed changes below.

Let me know what you think!

Devan
she/her

City Councilor for Haverhill's Ward 3
(401)499-3583

From: Devan Ferreira <DFerreira@haverhillma.gov>

Sent: Tuesday, April 28, 2026 8:40 PM

To: Mark Tolman <mtolman@haverhillma.gov>; klynch <klynch@haverhillpolice.com>; Ben Delaware <bdelaware@haverhillma.gov>

Cc: Kaitlin Wright <kwright@haverhillma.gov>; Jacki Byerley <JByerley@HaverhillMa.gov>

Subject: Fixed location vendors

Hi all,

I'm working with Jacki and Kaitlin to update the number of vendors allowed in our fixed locations-in our current ordinance, only 1 vendor is allowed at each of 6 locations.

I'd like to propose up to 4 vendors at Riverside, 2 at Outside Stadium/nettleton Ave, 2 at swazey, 2 at winnekenni (1 would be inside park), 2 at GAR Park, 1 at Bradford common.

Additionally, 1 vendor at Plug Pond and 1 vendor at Riverfront Park.

Please let us know if you have any specific concerns or thoughts about these proposed changes-I'm hoping to get a rough draft to Solicitor Mead soon so she can finesse it for City Council consideration.

Thank you!

Devan
she/her

City Councilor for Haverhill's Ward 3
(401)499-3583

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If you have received the above transmittal in error, please delete the message and any attachment(s) hereto from your e-mail system and notify us immediately.

From: Devan Ferreira <DFerreira@haverhillma.gov>
Sent: Tuesday, May 26, 2026 5:51:35 PM
To: Lisa Mead <lisa@mtclawyers.com>
Subject: Vendor ordinance update?

Hi Lisa!

I didn't receive anything last week regarding the fixed location vendor ordinance updates?

When can I expect it?

Thanks!
Devan

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From: Aileen Bartlett <aileen@mtclawyers.com>
Sent: Wednesday, May 27, 2026 2:55 PM
To: Devan Ferreira <DFerreira@haverhillma.gov>
Cc: Lisa Mead <lisa@mtclawyers.com>
Subject: Re: Vendor ordinance update?

Warning! External Email: Exercise caution when opening attachments or clicking on any links

Hi Councilor Ferreira,

As requested, we drafted an amended ordinance updating the fixed location vendor provisions. I've incorporated the changes reflected in the Word document you provided, and attached both a blackline and clean version for your review.

In § 191-11(A), I added language to ensure that vendors in the same area sell different types of items, as noted. I also added a requirement in § 191-9(A) that applicants submit a proposed menu with their applications to help facilitate that determination. In addition, I added a new subsection D clarifying that vendors are subject to any rules, regulations, permitting requirements, and mapped locations established by the City Clerk's Office.

Regarding your comment on nonprofits, I revised the definition of "fixed location vendor" in § 191-8 to exclude nonprofits and youth sports organizations. If the intent is instead to include those entities within the ordinance, I can revise that language accordingly. Please let me know.

With respect to Riverfront Park, the separate Food Truck ordinance (§ 191-30) currently prohibits food trucks within the Central Business District, so I added a note clarifying that. The Mayor's office expressed concern about competition with neighboring brick-and-mortar establishments, so language was added addressing the sale of different items from nearby restaurants.

Regarding the Winnekenni area, the Mayor's office, in consultation with the Recreation Director, expressed concern about vendor placement within the park and about adding another vendor given upcoming construction and requested that the area be kept to one vendor. The Mayor's office also suggested revisions to § 191-11(B) to ease administrative burden in the Clerk's office, including providing preference to the earliest qualified applicant based on the City Clerk's date stamp and reducing the waiting list retention period from two years to one year.

Please let me know if you have any questions, additional revisions, or would like to discuss further.

Best,
Aileen



Aileen C. Bartlett
Mead, Talerman & Costa, LLC
227 Union Street, New Bedford, Massachusetts 02740
Phone (978) 463-7700
Direct (978) 572-2199
aileen@mtclawyers.com - www.mtclawyers.com

Lori Robertson

From: Devan Ferreira
Sent: Tuesday, July 14, 2026 3:50 PM
To: Lori Robertson
Subject: Fw: Vendor ordinance update?
Attachments: Fixed Vendor Ordinance black line.docx; Fixed Vendor Ordinance clean.docx

And these too?!

Devan Ferreira

she/her
City Councilor for Haverhill's Ward 3
(401)499-3583

From: Devan Ferreira <DFerreira@haverhillma.gov>
Sent: Thursday, 28 May 2026 10:39:43
To: Christine Lindberg <clindberg@haverhillma.gov>; Mayor <mayor@haverhillma.gov>
Subject: Fw: Vendor ordinance update?

Hoping this can be placed on the June 2nd to be placed on file? Just chatted with Effie, fyi. Let me know what you think?

Thanks!
Devan

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From: Devan Ferreira <DFerreira@haverhillma.gov>
Sent: Wednesday, May 27, 2026 9:17:55 PM
To: Jacki Byerley <JByerley@HaverhillMa.gov>; Kaitlin Wright <kwright@haverhillma.gov>; Rose Leonard-Flynn <rosself@haverhillma.gov>
Subject: Fw: Vendor ordinance update?

Hi Jacki and Kaitlin/Rose!

Attached are the drafts for the update to the fixed location vendor ordinance, and below are the comments and suggestions from Solicitor Mead and the Mayor...

I'd love to place this ordinance on the agenda for our next meeting on June 2 to be placed on file? Deadline is Friday morning as usual. Let me know what you think!

Devan

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Document

CITY OF HAVERHILL

In Municipal Council

Ordered:

MUNICIPAL ORDINANCE

CHAPTER 191

AN ORDINANCE AMENDING ARTICLE IV
RELATING TO FIXED LOCATION VENDORS

BE IT ORDAINED by the City Council of the City of Haverhill that Chapter 191, Article IV Peddlers and Hawkers, Transient Vendors and Fixed Location Vendors of the Code of the City of Haverhill, as amended, being and is hereby further amended as follows:

§ 191-8. Definitions.

The following words shall for the purposes of this article have the following meanings, unless the context requires otherwise:

FIXED LOCATION VENDOR

Any person who, for himself or for another person, engages in the sale of goods, wares, merchandise, food or beverages at a fixed location which is carried on in any fixed or mobile cart, wagon or tables. The term shall not include bona fide nonprofit, civic, charitable, or youth organizations conducting occasional fundraising sales or events not operated as a continuous commercial vending activity.

HAWKER or PEDDLER

Any person who, for himself or for another person, travels by foot, automobile or any other type of conveyance from place to place, from house to house, or from street to street, taking or attempting to lease or take orders for retail sale of goods, wares, merchandise, or services. This shall include persons engaged in door-to-door sale for future delivery as defined by MGL c. 101, § 34.

SEASONAL PRODUCTS

Christmas trees, wreaths, baskets, blooming plants and cut flowers.

TRANSIENT VENDOR

Any person who, for himself or for another person, who engages in a temporary or transient business in the commonwealth selling goods, wares or merchandise, either in one locality or in traveling from place to place. Temporary or transient business shall mean any

exhibition and sale of goods, wares or merchandise which is carried on in any tent, booth, building or other structure, unless such place is open for business during usual business hours for a period of at least 12 consecutive months.

§ 191-9 Licenses.

It shall be unlawful for any person, firm or corporation to engage in the business of hawker/peddler without first having secured a state license or a license from the City. It shall be unlawful for any person, firm or corporation to engage in the business of transient vendor without first having secured a state license and a license from the City. It shall be unlawful for any person, firm or corporation to engage in the business of fixed location vendor without first having secured a license from the City.

- A. Application. Applications for permission to use City property or to sell on City streets, sidewalks, public ways or in any public space shall be made to the City Clerk and shall be subject to the approval of the City Council. Applications shall state thereon the kind of merchandise to be sold, the proposed location of the business, the dates and times of operation and the permanent address and telephone number of the vendor, **and, in the case of any fixed-location vendor selling food or beverage items, a detailed menu or list of all proposed food and beverage items to be sold, including any proposed substitutions or seasonal variations.**
- B. Fee. The fee for a hawker/peddler license shall be \$62, unless the applicant has a state license in which case there shall be no fee. The fee for a transient vendor or a fixed location vendor shall be \$100 for a period of less than 30 days or \$300 for a period exceeding 30 days.
- C. Prior approvals. Before such a permit is issued, approval shall be obtained from the Chief of Police (registration and traffic safety, etc.); Building Inspector (signs, zoning, regulations, etc.); Wiring Inspector (lights, etc.); Recreation Director (use of Riverside Park and area in front of or on the side of Haverhill Stadium); Fire Inspector; and Health Department (food or beverage sales).
- D. Hours of operation. No sales activity shall be allowed before 9:00 a.m. and after 9:00 p.m. without the prior permission of the City Council.
- E. The sale of silly string or similar type goods or snap caps and stink bombs or similar explosives or any facsimile cigarettes during a parade or public event in the City of Haverhill is prohibited.
- F. A permit to sell may only be used by the person whose name appears on the City license, unless an employee is working under a licensed vendor and obtains a separate employee license. The fee for such an employee license shall be \$25, and the employee license shall run with the term of the licensed vendor.
- G. No transient vendor or fixed location vendor license shall be issued without the applicant indemnifying the City of Haverhill from any and all claims arising out of the maintenance of such a location and by placing on file a sidewalk obstruction bond in the amount of \$5,000 as

set forth in § 222-46 of this Code.

- H. All permits issued under this section may be effective for up to one year, commencing on January 1 and with an expiration date of December 31 of the year in which the permit is granted. Any license which is not renewed for the upcoming year by December 1 of the prior year may be subject to reassignment in accordance with the provisions of § 191-11B.
- I. Any person, firm or corporation engaging in the business of hawker/peddler within the City of Haverhill who is operating on the basis of a state license solely shall register with the Chief of Police at least 24 hours prior to conducting business and shall provide the kind of merchandise to be sold, the proposed areas and locations in which they will engage in their business, the dates and times of operation, the permanent address and telephone number of the vendor, and a copy of a valid state hawker/peddler license.
- J. Door-to-door sales.
 - (1) Any person, firm or corporation engaging in the business of door-to-door sales for future delivery shall comply with all provisions of M.G.L. c. 101, § 34. The Chief of Police shall be the designated official for the registration required by M.G.L. c. 101, § 34. The Chief of Police may make reasonable rules and regulations for such registrations and persons engaged in the business of door-to-door sales consistent with M.G.L. c. 101, § 34. A registration fee of \$100 shall be paid to the Police Department for each person so registered.
 - (2) Signs prohibiting solicitation; trespass.
 - (a) It shall be unlawful for any salesperson to enter the premises or remain on property displaying a "No Trespassing" or "No Solicitation" sign.
 - (b) It shall be unlawful for any salesperson to ignore a no-solicitation directive or remain on private property after a resident or resident's representative has indicated that the salesperson is not welcome.
 - (3) Do Not Knock Registry.
 - (a) The Police Department shall prepare a list of addresses of those premises where the owner and/or occupant has notified the Chief of Police, or his designee, that a door-to-door salesperson, hawker, peddler or any other person, including corporate or business entities, wishing to sell wares or services in all districts, in locations which are not stationary, are not permitted on the premises (hereinafter referred to as the "Do Not Knock Registry"). Notification shall be by completion of a form available at the Police Department.
 - (b) The Chief of Police or designee shall distribute the current Do Not Knock Registry to a person or entity licensed under this section at the time of issuance of the license. The licensee shall not peddle, canvass, or conduct door-to-door

sales at any premises identified on the then current Do Not Knock Registry.

- (4) Exemptions. The above provisions shall not apply to any person who goes door to door for the purpose of advocating any religious, political, social or other position or belief protected by the federal or state constitution, the sale or delivery of newspapers, any corporation organized for charitable purposes, such as schools or the Boy/Girl Scouts, and candidates for public office.
- (5) Penalties. Any canvasser, peddler, itinerant vender or owner or employee of a door-to-door sales enterprise who violates any provision of this section shall be:
- (6) Subject to a fine of \$300 per offense; and/or
- (7) Subject to a one-year revocation of any license issued by the Chief of Police.

§ 191-10 Seasonal products; fee.

It shall be unlawful for any person, firm or corporation to engage in the business of transient vendor or fixed location vendor for the sale of seasonal products without first having secured a City license pursuant to the requirements of § 191-9. The fee for a license to sell seasonal products shall be \$200.

§ 191-11. Permitted fixed locations; exceptions.

A. Permitted locations. Selling within the City of Haverhill of products licensed under § 191-9 by fixed-location vendors shall only be permitted within the boundaries of these the following areas; provided, however, that at any location where more than one vendor is authorized, no two vendors shall principally sell the same primary product or food item.

- (1) Winnekenni area, Route 110: one vendor.
- (2) Bradford Common: one vendor.*
- (3) Riverside Park: ~~one vendor.~~ four vendors.
- (4) Washington Square: one vendor.
- (5) GAR Park: ~~one vendor.~~ two vendors.
- (6) Swasey Park: ~~one vendor.~~ two vendors.
- (7) Outside Haverhill Stadium at Lincoln and Nettleton Avenues: ~~one vendor.~~ two vendors.

(8) Riverfront Park: one vendor, provided, however, that no food trucks shall be permitted as provided in § 191-30, and that any vendor operating at Riverfront Park

shall not principally sell food or beverage items that are substantially similar to the primary menu offerings of existing fixed-location food service establishments located within the Central Business District, as defined by § 11-70 of this Code.

(9) Plug Pond: one vendor.

(8) (10) Other areas as approved by the City Council.

* An enclosed cart 8.5 x 12 feet, excluding hitch, is allowed at the Bradford site only. Any party desiring a similar type of cart at any other location must petition the City Council for permission

B. Vacated locations. Persons who wish to be considered for a permit for one of the above locations, when vacated, may notify the City Clerk, who shall maintain a waiting list, including the person's name, address and a date of receipt. Interested parties shall be notified when a location is vacated and shall have 30 days to apply for issuance of a permit. If more than one person applies for a particular site, preference shall be given to the earliest qualified applicant, as determined by the ~~City Council~~ **date stamp of the application received by the City Clerk.** If no person has applied for a permit within 30 days or if there are no persons on the waiting list, the location shall be granted to the earliest qualified applicant, if the City Council so determines. The waiting list must be renewed every two years, with those applicants on the list to be notified by the City Clerk by regular U.S. mail to renew the application by November 1. Persons may be permitted for more than one location if allowed by the City Council. Any person with a valid permit who fails to operate his/her location for a period of less than four days per calendar week, Sunday through Saturday, weather permitting, from Memorial Day through Labor Day, may have said permit be subject to revocation by the City Council, after notice and hearing.

C. Exceptions. The following areas shall not be permitted to have any type of selling by either a transient vendor or hawker/peddler:

(1) All municipal parking areas.

~~(2) Plug Pond.~~

(3) ~~(2)~~ Meadowbrook Conservation Area.

~~(4) (3)~~ Within 300 feet of any public school building, notwithstanding the provisions of § 191-2.

~~(5) (4)~~ Within 25 feet of any parade route commencing 1/2 hour prior to the start of said parade, except for those permitted to sell in accordance with § 191-12.

(D) Compliance with City Clerk Regulations. All approved vendors shall comply with all rules, regulations, permitting requirements, and mapping locations as established by the City Clerk's Office relating to fixed-location vendors, as the same may be amended from

time to time.

§ 191-12 Special events.

- A. Fixed location vendors shall also be permitted to operate during special events, provided that a notification of intent to operate during the special event is filed with the event director or committee at least 30 days prior to said special event and the event director or committee approves the specific location. The event director or committee shall not unreasonably withhold approval for operation during a special event; however, the event director or committee shall have exclusive jurisdiction over the assigned specific location at which any person(s) may operate.[1]

§ 191-13 Fraud; violations and penalties.

- A. Fraud. Any licensed transient vendor or peddler or hawker who shall be guilty of any fraud, cheating or misrepresentation, whether through himself or through an employee, while acting in the City, or who shall barter, sell or peddle any goods or merchandise or wares other than those specified in his application for a license or who shall fail to comply with the conditions and restrictions contained herein shall be deemed guilty of a violation of this article.
- B. Penalty. Any person, firm or corporation violating any provision of this article shall be fined not less than \$50 nor more than \$250 for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.



Document

CITY OF HAVERHILL

In Municipal Council

Ordered:

MUNICIPAL ORDINANCE

CHAPTER 191

**AN ORDINANCE AMENDING ARTICLE IV
RELATING TO FIXED LOCATION VENDORS**

BE IT ORDAINED by the City Council of the City of Haverhill that Chapter 191, Article IV Peddlers and Hawkers, Transient Vendors and Fixed Location Vendors of the Code of the City of Haverhill, as amended, being and is hereby further amended as follows:

§ 191-8. Definitions.

The following words shall for the purposes of this article have the following meanings, unless the context requires otherwise:

FIXED LOCATION VENDOR

Any person who, for himself or for another person, engages in the sale of goods, wares, merchandise, food or beverages at a fixed location which is carried on in any fixed or mobile cart, wagon or tables. The term shall not include bona fide nonprofit, civic, charitable, or youth organizations conducting occasional fundraising sales or events not operated as a continuous commercial vending activity.

HAWKER or PEDDLER

Any person who, for himself or for another person, travels by foot, automobile or any other type of conveyance from place to place, from house to house, or from street to street, taking or attempting to lease or take orders for retail sale of goods, wares, merchandise, or services. This shall include persons engaged in door-to-door sale for future delivery as defined by MGL c. 101, § 34.

SEASONAL PRODUCTS

Christmas trees, wreaths, baskets, blooming plants and cut flowers.

TRANSIENT VENDOR

Any person who, for himself or for another person, who engages in a temporary or transient business in the commonwealth selling goods, wares or merchandise, either in one locality or in traveling from place to place. Temporary or transient business shall mean any

exhibition and sale of goods, wares or merchandise which is carried on in any tent, booth, building or other structure, unless such place is open for business during usual business hours for a period of at least 12 consecutive months.

§ 191-9 Licenses.

It shall be unlawful for any person, firm or corporation to engage in the business of hawker/peddler without first having secured a state license or a license from the City. It shall be unlawful for any person, firm or corporation to engage in the business of transient vendor without first having secured a state license and a license from the City. It shall be unlawful for any person, firm or corporation to engage in the business of fixed location vendor without first having secured a license from the City.

- A. Application. Applications for permission to use City property or to sell on City streets, sidewalks, public ways or in any public space shall be made to the City Clerk and shall be subject to the approval of the City Council. Applications shall state thereon the kind of merchandise to be sold, the proposed location of the business, the dates and times of operation and the permanent address and telephone number of the vendor, and, in the case of any fixed-location vendor selling food or beverage items, a detailed menu or list of all proposed food and beverage items to be sold, including any proposed substitutions or seasonal variations.
- B. Fee. The fee for a hawker/peddler license shall be \$62, unless the applicant has a state license in which case there shall be no fee. The fee for a transient vendor or a fixed location vendor shall be \$100 for a period of less than 30 days or \$300 for a period exceeding 30 days.
- C. Prior approvals. Before such a permit is issued, approval shall be obtained from the Chief of Police (registration and traffic safety, etc.); Building Inspector (signs, zoning, regulations, etc.); Wiring Inspector (lights, etc.); Recreation Director (use of Riverside Park and area in front of or on the side of Haverhill Stadium); Fire Inspector; and Health Department (food or beverage sales).
- D. Hours of operation. No sales activity shall be allowed before 9:00 a.m. and after 9:00 p.m. without the prior permission of the City Council.
- E. The sale of silly string or similar type goods or snap caps and stink bombs or similar explosives or any facsimile cigarettes during a parade or public event in the City of Haverhill is prohibited.
- F. A permit to sell may only be used by the person whose name appears on the City license, unless an employee is working under a licensed vendor and obtains a separate employee license. The fee for such an employee license shall be \$25, and the employee license shall run with the term of the licensed vendor.
- G. No transient vendor or fixed location vendor license shall be issued without the applicant indemnifying the City of Haverhill from any and all claims arising out of the maintenance of such a location and by placing on file a sidewalk obstruction bond in the amount of \$5,000 as set forth in § 222-46 of this Code.

- H. All permits issued under this section may be effective for up to one year, commencing on January 1 and with an expiration date of December 31 of the year in which the permit is granted. Any license which is not renewed for the upcoming year by December 1 of the prior year may be subject to reassignment in accordance with the provisions of § 191-11B.
- I. Any person, firm or corporation engaging in the business of hawker/peddler within the City of Haverhill who is operating on the basis of a state license solely shall register with the Chief of Police at least 24 hours prior to conducting business and shall provide the kind of merchandise to be sold, the proposed areas and locations in which they will engage in their business, the dates and times of operation, the permanent address and telephone number of the vendor, and a copy of a valid state hawker/peddler license.
- J. Door-to-door sales.
- (1) Any person, firm or corporation engaging in the business of door-to-door sales for future delivery shall comply with all provisions of M.G.L. c. 101, § 34. The Chief of Police shall be the designated official for the registration required by M.G.L. c. 101, § 34. The Chief of Police may make reasonable rules and regulations for such registrations and persons engaged in the business of door-to-door sales consistent with M.G.L. c. 101, § 34. A registration fee of \$100 shall be paid to the Police Department for each person so registered.
 - (2) Signs prohibiting solicitation; trespass.
 - (a) It shall be unlawful for any salesperson to enter the premises or remain on property displaying a "No Trespassing" or "No Solicitation" sign.
 - (b) It shall be unlawful for any salesperson to ignore a no-solicitation directive or remain on private property after a resident or resident's representative has indicated that the salesperson is not welcome.
 - (3) Do Not Knock Registry.
 - (a) The Police Department shall prepare a list of addresses of those premises where the owner and/or occupant has notified the Chief of Police, or his designee, that a door-to-door salesperson, hawker, peddler or any other person, including corporate or business entities, wishing to sell wares or services in all districts, in locations which are not stationary, are not permitted on the premises (hereinafter referred to as the "Do Not Knock Registry"). Notification shall be by completion of a form available at the Police Department.
 - (b) The Chief of Police or designee shall distribute the current Do Not Knock Registry to a person or entity licensed under this section at the time of issuance of the license. The licensee shall not peddle, canvass, or conduct door-to-door sales at any premises identified on the then current Do Not Knock Registry.

- (4) Exemptions. The above provisions shall not apply to any person who goes door to door for the purpose of advocating any religious, political, social or other position or belief protected by the federal or state constitution, the sale or delivery of newspapers, any corporation organized for charitable purposes, such as schools or the Boy/Girl Scouts, and candidates for public office.
- (5) Penalties. Any canvasser, peddler, itinerant vender or owner or employee of a door-to-door sales enterprise who violates any provision of this section shall be:
- (6) Subject to a fine of \$300 per offense; and/or
- (7) Subject to a one-year revocation of any license issued by the Chief of Police.

§ 191-10 Seasonal products; fee.

It shall be unlawful for any person, firm or corporation to engage in the business of transient vendor or fixed location vendor for the sale of seasonal products without first having secured a City license pursuant to the requirements of § 191-9. The fee for a license to sell seasonal products shall be \$200.

§ 191-11. Permitted fixed locations; exceptions.

A. Permitted locations. Selling within the City of Haverhill of products licensed under § 191-9 by fixed-location vendors shall only be permitted within the boundaries of the following areas; provided, however, that at any location where more than one vendor is authorized, no two vendors shall principally sell the same primary product or food item.

- (1) Winnekenni area, Route 110: one vendor.
- (2) Bradford Common: one vendor.*
- (3) Riverside Park: four vendors.
- (4) Washington Square: one vendor.
- (5) GAR Park: two vendors.
- (6) Swasey Park: two vendors.
- (7) Outside Haverhill Stadium at Lincoln and Nettleton Avenues: two vendors.
- (8) Riverfront Park: one vendor, provided, however, that no food trucks shall be permitted as provided in § 191-30, and that any vendor operating at Riverfront Park shall not principally sell food or beverage items that are substantially similar to the primary menu offerings of existing fixed-location food service establishments located

within the Central Business District, as defined by § 11-70 of this Code.

(9) Plug Pond: one vendor.

(10) Other areas as approved by the City Council.

* An enclosed cart 8.5 x 12 feet, excluding hitch, is allowed at the Bradford site only. Any party desiring a similar type of cart at any other location must petition the City Council for permission

B. Vacated locations. Persons who wish to be considered for a permit for one of the above locations, when vacated, may notify the City Clerk, who shall maintain a waiting list, including the person's name, address and a date of receipt. Interested parties shall be notified when a location is vacated and shall have 30 days to apply for issuance of a permit. If more than one person applies for a particular site, preference shall be given to the earliest qualified applicant, as determined by the date stamp of the application received by the City Clerk. If no person has applied for a permit within 30 days or if there are no persons on the waiting list, the location shall be granted to the earliest qualified applicant, if the City Council so determines. The waiting list must be renewed every year, with those applicants on the list to be notified by the City Clerk by regular U.S. mail to renew the application by November 1. Persons may be permitted for more than one location if allowed by the City Council. Any person with a valid permit who fails to operate his/her location for a period of less than four days per calendar week, Sunday through Saturday, weather permitting, from Memorial Day through Labor Day, may have said permit be subject to revocation by the City Council, after notice and hearing.

C. Exceptions. The following areas shall not be permitted to have any type of selling by either a transient vendor or hawker/peddler:

(1) All municipal parking areas.

(2) Meadowbrook Conservation Area.

(3) Within 300 feet of any public school building, notwithstanding the provisions of § 191-2.

(4) Within 25 feet of any parade route commencing 1/2 hour prior to the start of said parade, except for those permitted to sell in accordance with § 191-12.

(D) Compliance with City Clerk Regulations. All approved vendors shall comply with all rules, regulations, permitting requirements, and mapping locations as established by the City Clerk's Office relating to fixed-location vendors, as the same may be amended from time to time.

§ 191-12 Special events.

A. Fixed location vendors shall also be permitted to operate during special events, provided that a notification of intent to operate during the special event is filed with the event director

or committee at least 30 days prior to said special event and the event director or committee approves the specific location. The event director or committee shall not unreasonably withhold approval for operation during a special event; however, the event director or committee shall have exclusive jurisdiction over the assigned specific location at which any person(s) may operate.[1]

§ 191-13 Fraud; violations and penalties.

- A. Fraud. Any licensed transient vendor or peddler or hawker who shall be guilty of any fraud, cheating or misrepresentation, whether through himself or through an employee, while acting in the City, or who shall barter, sell or peddle any goods or merchandise or wares other than those specified in his application for a license or who shall fail to comply with the conditions and restrictions contained herein shall be deemed guilty of a violation of this article.
- B. Penalty. Any person, firm or corporation violating any provision of this article shall be fined not less than \$50 nor more than \$250 for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

15.2

CITY COUNCIL

Timthoy J. Jordan, *President*
John A. Michitson, *Vice President*
Thomas J. Sullivan
Colin F. LePage
Melissa J. Lewandowski
Catherine P. Rogers
Shaun P. Toohey
Michael S. McGonagle
Daniel R. Diodati
Devan Ferreira
Ralph T. Basiliere



CITY HALL, ROOM 204

4 SUMMER STREET

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FACSIMILE: 978-374-2329

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CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

August 5, 2026

To: President & Members of the City Council

Councilor McGonagle submits the summary of minutes and recommendations of the Public Safety committee meeting held on July 29, 2026 for acceptance and approval.

Michael S. McGonagle
Councilor Michael S. McGonagle

AUG 5 AM 9:55
HVCITYCLERK

(Meeting: 8/11/26)

CITY COUNCIL

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CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

MINUTES OF THE PUBLIC SAFETY COMMITTEE MEETING

Wednesday July 29, 2026

A Public Safety Committee Meeting was held on Wednesday, July 29, 2026 at 6:00 PM in the City Council Chambers, Room 202.

Committee Members: Chairperson McGonagle, Councilor LePage and Councilor Basiliere (absent)

Also in Attendance: Council President Jordan, Councilors Sullivan, Michitson, Ferreira, Lewandowski, Lt. Lynch (remote), Officer Jason Pearl, Chief Wayne Tracy, Deputy Chief Pare, Mayor Barrett, City Solicitor Lisa Mead, Superintendent Margaret Marotta

RE: **Doc. 33-F: Motion by Councilor Lewandowski to refer the matter of e-bike safety to committee for further review and discussion**

Councilor Lewandowski explained that the agenda item was prompted by recent accidents involving e-bikes and scooters and the need to improve local safety regulations. She noted that pending state legislation would establish statewide standards but asked the City Solicitor to review what measures Haverhill could adopt locally while awaiting state action.

Councilor Sullivan encouraged the City to move forward with local regulations immediately rather than waiting for the Legislature. Councilor Lewandowski agreed, suggesting the City adopt measures now and amend the ordinance later if state law changes.

Chair McGonagle read a statement from Councilor Ralph Basiliere, who was absent due to a family illness. In his statement, Councilor Basiliere said the City should pursue the strongest safety measures allowed by law without delaying action.

Council President Jordan supported directing the City Solicitor to prepare a local ordinance to strengthen enforcement authority, and Councilor Devan Ferreira supported moving quickly, including prohibiting e-bikes on school property before the start of the school year.

Sara Joffrie (207 Kenoza Street) described unsafe e-bike activity during school arrival and dismissal and urged the City to prohibit e-bikes on school property.

Debra Chambers (39 Vine Street) described reckless riding in her neighborhood and suggested registration or licensing requirements, a curfew, and greater parental accountability.

Al Pereira (39 Smith Street) stated that increased enforcement would be essential and called for additional traffic enforcement officers on the streets.

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Michael Katsulis (118 South Elm Street) raised concerns about e-bikes and scooters operating on sidewalks and pedestrian walkways, citing speeding, wheelies, and riders failing to wear helmets.

Beth LaLiberty (31 Whitney Street) emphasized that any licensing requirement should include education or a basic safety course so young operators understand the rules of the road.

William LaLiberty (31 Whitney Street) recommended requiring lights on e-bikes and similar devices when operating before sunrise or after sunset.

Mayor Barrett supported implementing local restrictions where permitted, particularly around schools, while continuing to pursue broader legislation.

Lt. Kevin Lynch recommended strengthening enforcement and requiring operators to obey all traffic laws. He outlined the following proposed measures.

- Prohibiting impaired operation and tampering with devices.
- Banning use in parks, playgrounds, schools, conservation areas, and other designated locations.
- Authorizing police to impound vehicles for violations.
- Establishing meaningful fines and impound fees.
- Requiring operators under age 16 to possess at least a learner's permit.
- Reviewing the proposed ordinance with the City Solicitor before adoption.

City Solicitor Lisa Mead explained that the City has authority under current law to adopt a local ordinance addressing operating restrictions, fines of up to \$300, and other enforcement measures while remaining consistent with state law. She noted additional research was needed regarding vehicle impoundment and helmet requirements and advised that parental liability could present constitutional concerns. She invited councilors to submit additional suggestions for inclusion in the draft ordinance.

Councilor Lewandowski asked whether the proposed ordinance would conflict with pending state legislation. Attorney Mead confirmed it would remain within existing legal authority and could be amended if state law changes.

Vice President Michitson asked that the draft ordinance clearly identify the City's legal authority and limitations. Attorney Mead confirmed it would include those guardrails.

Council President Jordan asked what additional provisions could be included. Attorney Mead summarized that the ordinance could regulate where e-bikes may operate, establish non-criminal fines, and strengthen enforcement while reserving broader provisions for future amendments.

Al Pereira reiterated that effective enforcement would require additional police presence.

Mayor Barrett responded that multiple officers, not just traffic officers, can enforce traffic laws and noted that the Police Department has conducted coordinated enforcement efforts throughout the City.

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Councilor Sullivan suggested reviewing the City of Boston's ordinance and other municipal regulations as models.

Councilor Ferreira asked about the Police Department's outreach efforts. Officer Pearl stated that the department, with assistance from Riverside Church to hand out gift cards to people we see operating properly on the roads, we have conducted bicycle safety education in local schools.

Motion: Committee Member LePage motioned that the City Solicitor, in conjunction with Lt. Kevin Lynch, update Chapter 222, Article XI with the suggestions discussed here along with other recommendations and present the amended ordinance to the City Council in an expedited timeline for review, discussion and possible vote. Seconded by Chair McGonagle.

2 Yeas, 0 Nays, 1 Absent (Basiliere).

Motion Passed.

Committee Member LePage moved to adjourn. Seconded by Chair McGonagle.

2 Yeas, 0 Nays, 1 Absent (Basiliere).

Motion Passed. Adjournment: 19:00

Respectfully submitted,
Michael S. McGonagle
Michael S. McGonagle
Chair Public and Safety Committee

Document # 40-A

Ordinance re: Vehicles and Traffic; Amend Ch 240, be further amended by
DELETING the following to § 240-85 schedule B: Parking Restrictions and Prohibitions:
40 Central St

IN CITY COUNCIL: July 28, 2026

File 10 days

16.1



Haverhill

Lisa E. DeMeo, P.E.
City Engineer/Assistant Director of Public Works
Phone: 978-374-2335
ldemeo@haverhillma.gov

JUL 20 AM 9:45
CITY CLERK

July 10, 2026

**MEMO TO: CITY COUNCIL PRESIDENT TIMOTHY JORDAN AND
MEMBERS OF THE CITY COUNCIL**

Subject: *White Street #85 – HPS-26-14 - Add Handicap Parking*

As requested, attached is the subject Ordinance to add handicap parking. Sign will be placed in front of 93 White St., as there is a fire hydrant in front of 85 White St.

Please contact me if you have any questions.

Sincerely,

Lisa E. DeMeo, P.E.
City Engineer

C: Mayor Barrett, Lt. Lynch, K. Wright, R. Ward, L. Mead, R. Kimball



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC

BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 240, §85, Schedule B: Parking Restrictions and Prohibitions, as amended, is hereby further amended by **ADDING** the following:

**White Street:
In front of #93**

**No Parking 24 hours
(except for 1 24-hour
handicap parking space)**

APPROVED AS TO LEGALITY

City Solicitor

Kaitlin Wright Esposito

From: North of Boston <noreply@wave2adportal.com>
Sent: Friday, July 24, 2026 11:01 AM
To: CityClerk
Cc: cmacdonald@northofboston.com; Kaitlin Wright Esposito; Natalia Hernandez
Subject: Thank you for placing your order with us.

Warning! External Email. Exercise caution when opening attachments or clicking on any links.

THANK YOU for your notice submission!

This is your confirmation that your order has been submitted. Below are the details of your transaction. Please save this confirmation for your records.

Job Details

Order Number:
W0146277
Business Type:
All Other Public Notices
Notice Size:
Public Notices
Notice Estimate:
\$69.23
Referral Code:
93 White Street Parking Ord.

Account Details

Haverhill Clerk
4 SUMMER ST STE 118
HAVERHILL, MA □ 01830
978-374-2312
cityclerk@cityofhaverhill.com
HAVERHILL CITY CLERK

Schedule for notice number W01462770

Thu Jul 30, 2026
Haverhill Gazette Public Notices
All Zones

CITY OF HAVERHILL In Municipal Council

ORDERED:

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC
BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 240, §85, Schedule B: Parking Restrictions and Prohibitions, as amended, is hereby further amended by ADDING the following:

White Street:	No Parking	24 hours
In front of #93	(except for 1 24-hour handicap parking space)	

HG - Publication Dates

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Document # 10-0

Ordinance re: Vehicles and Traffic; Amend Ch 240,

be further amended by

ADDING the following to § 240-85 schedule B:

Parking Restrictions Prohibitions:

93 White St

IN CITY COUNCIL: July 28, 2026

File 10 Days

16.2

File 10 days

14.2



Haverhill

Lisa DeMeo, City Engineer
Phone: 978-374-2335
ldemeo@haverhillma.gov

July 17, 2026

JUL 20 AM 5:48
HANCITYCLERK

**MEMO TO: CITY COUNCIL PRESIDENT TIMOTHY JORDAN AND
MEMBERS OF THE CITY COUNCIL**

Subject: Central Street #40 – HPS-26-15 - Delete Handicap Parking

As requested, attached is the subject Ordinance to delete handicap parking.
Please contact me if you have any questions.

Sincerely,

Lisa DeMeo
City Engineer

C: Mayor Barrett, Lt. Lynch, K. Wright, R. Ward



DOCUMENT

CITY OF HAVERHILL

In Municipal Council

ORDERED:

AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC

BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 240, §85, Schedule B: Parking Restrictions and Prohibitions, as amended, is hereby further amended by **DELETING** the following:

**Central Street:
In front of #40**

**No Parking
(except for 1 24-hour
handicap parking space)**

24 hours

APPROVED AS TO LEGALITY

City Solicitor

Thank you for placing your order with us.

From North of Boston <noreply@wave2adportal.com>

Date Fri 7/24/2026 10:57 AM

To CityClerk <cityclerk@haverhillma.gov>

Cc cmacdonald@northofboston.com <cmacdonald@northofboston.com>; Kaitlin Wright Esposito <kwright@haverhillma.gov>; Natalia Hernandez <NHernandez@HaverhillMa.gov>

Warning! External Email. Exercise caution when opening attachments or clicking on any links.

THANK YOU for your notice submission!

This is your confirmation that your order has been submitted. Below are the details of your transaction. Please save this confirmation for your records.

Job Details

Order Number: W0146276
Business Type: All Other Public Notices
Notice Size: Public Notices
Notice Estimate: \$69.23
Referral Code: 40 Central St Parking Ord.

Account Details

Haverhill Clerk
4 SUMMER ST STE 118
HAVERHILL, MA 01830
978-374-2312
cityclerk@cityofhaverhill.com
HAVERHILL CITY CLERK

Schedule for notice number W01462760

Thu Jul 30, 2026

Haverhill Gazette Public All Zones

Notices

CITY OF HAVERHILL In Municipal Council		
ORDERED:		
AN ORDINANCE RELATING TO VEHICLES AND TRAFFIC		
BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 240, §85, Schedule B: Parking Restrictions and Prohibitions, as amended, is hereby further amended by DELETING the following:		
Central Street: In front of #40	No Parking (except for 1 24-hour handicap parking space)	24 hours
HG - Publication Dates		

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CITY COUNCIL

Timthoy J. Jordan, President
John A. Michitson, Vice President
Thomas J. Sullivan
Colin F. LePage
Melissa J. Lewandowski
Catherine P. Rogers
Shaun P. Toohey
Michael S. McGonagle
Daniel R. Diodati
Devan Ferreira
Ralph T. Basiliere



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CITYCOUNCIL@HAVERHILLMA.GOV

CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

DOCUMENTS REFERRED TO COMMITTEE STUDY

Document Number	Motion Details	Committee	Date Sent
103-HH	Motion by Councilor Michitson to send the Home Rule Petition – <i>An Act Establishing Guidelines for the Installation and Use of Electric Vehicle Charging Stations in the City of Haverhill</i> to committee in order to coordinate with condominium associations.	A&F	12/23/23
40	Motion by Councilor Lewandowski to send updated <i>Cannabis Social Equity Best Practices</i> for the Cannabis Control Commission to A&F for further review.	A&F	4/2/24
12-S	Motion by Councilor Ferreira to send the City's Swimming Ordinance (Chapter 193, Article III) and related items at Lake Saltonstall (Plug Pond) to NRPP for further discussion.	NRPP	6/18/24
33-F	Motion by Councilor Basiliere to send resident winter parking concerns and offer suggestions for improvements to the Public Health & Safety Committee.	Public Health & Safety	3/11/25
33-L	Motion by Councilor Lewandowski to send Bill 3360 (vacancy tax on residential properties) for review, along with further review of the Massachusetts Vacant Storefront Program (MVSP).	Planning & Development	6/24/25
33-P	Motion by Councilor Ferreira to send for review the City's local strategies regarding traffic and safety, including evaluation of intersections at Amesbury Line Road and Merrimac Road for public safety improvements.	Public Health & Safety	9/16/25
94-B	Motion by Councilor Ferreira to review and update standards of Chapter 250, Article VI of the Haverhill Zoning Code regarding water use restrictions established in 2016.	Planning & Development	9/16/25
33-T	Motion by Councilor Lewandowski to establish a working group, as previously discussed, to implement a control management plan for vegetation in Riverside Park / Edible Avenue along the river.	NRPP	9/30/25
85-E	Motion by Councilor Michitson to send Judi Barrett's progress report on the fiscal impact analysis prepared for the Council for further discussion.	Planning & Development	12/9/25
1-F	Motion by Councilor Lewandowski to send for discussion the establishment or formalization of an ordinance regarding a water conservation program.	Planning & Development	1/27/26
1-Q / 1-QQ	Motion by Councilor Lewandowski to send for further discussion amendments to Chapter 216 – Snow and Ice Removal, including changes to Sections 1-16, Article 1, Chapter 1 (General Provisions), to increase fines for violations.	Public Health & Safety	3/17/26

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CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

Document Number	Motion Details	Committee	Date Sent
21-B	Motion by Councilor Sullivan to send for further discussion Chapter 255-Zoning Ordinance and Zoning Map – Battery Energy Storage Systems Overlay District (BESS)	Planning & Development	5/19/26
32-C	Motion by Councilor McGonagle to send for further discussion fixed vendor locations	NRPP	6/16/26
33-F	Motion by Councilor Lewandowski to refer matter of e-bike safety for further review and discussion	Public Safety	6/30/26
32-K	Motion by Vice President Michitson to work the Administration and appropriate departments on initial risk based assessment of the city's critical infrastructure beginning with Wastewater and Drinking water systems	Planning & Development	7/14/26

JUL 20 AM 5:42
HAVERHILL CITY CLERK