



**CITY OF HAVERHILL  
CITY COUNCIL AGENDA - AMENDED**

**February 28, 2023 at 7:00 PM**

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

**In-Person/Remote Meeting**

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*This meeting/hearing of Haverhill City Council will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing 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.*

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- 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:**
- 6. COMMUNICATIONS FROM COUNCILLORS TO INTRODUCE AN INDIVIDUAL(S) TO ADDRESS THE COUNCIL:**
  - 6.1. Council President Jordan requests to introduce Herb Bergh, Kalyn Ryll, Joanna Dix and Jenny Arndt of the *Haverhill Education Foundation* to promote their lottery bingo fundraiser on Friday, May 19, 2023 at the *Amyvets* on Primrose Street
- 7. PUBLIC PARTICIPATION- REQUESTS UNDER COUNCIL RULE 28**
- 8. COMMUNICATIONS AND REPORTS FROM CITY OFFICERS AND EMPLOYEES:**
  - 8.1. John Pettis, *City Engineer* submits Order for Electrical Easement; Plug Pond Recreational Area – Belvidere Heights Dr, Sanders Rd
    - 8.1.1. Order – Authorize Mayor to execute a certain Grant of Easement from City to Mass Electric Co as submitted, relative to real property located on 0 Belvidere Heights Drive, Haverhill, for purpose of improvements to the electrical service for the *Plug Pond Recreational Area*
- 9. UTILITY HEARING(S) AND RELATED ORDER(S):**
- 10. HEARINGS AND RELATED ORDERS:**
- 11. APPOINTMENTS:**
  - 11.1. **Confirming Appointments:**
  - 11.2. **Non-Confirming:**
  - 11.3. **Resignations:**



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**12. PETITIONS:**

- 12.1. Application for Special Permit; CCSP 23-1, from Attorney Migliori for applicant Snow Cassell LLC; to build a 3-family residential building at 10-12 Eighth Avenue; Map 612, Block 496, Lot 12 Hearing March 28<sup>th</sup>
- 12.2. Petition from Martin Murphy to postpone his Hearing CCSP 22-15, Document 2; currently rescheduled for March 7<sup>th</sup>, for property at 261 River st, requesting to build an addition – to April 2023
- 12.3. **Applications Handicap Parking Sign:** *with Police approval*
- 12.4. **Amusement/Event Application** *- pending Police approval\**
  - 12.4.1. **EVNT 23-5:** James Carbone – *Tattersall Farm to Table Food Tasting Event* – 542 North Broadway; July 27, 2023; 5 pm to 8:30 pm
  - 12.4.2. **EVNT 23-4:** James Carbone – *CiderFeast New England*; at Harbor Place courtyard and boardwalk; June 22, 2023; 5 pm to 8:30 pm
  - 12.4.3. **LCDL 23-5:** James Carbone; Alcohol One Day License for *CiderFeast New England*; June 22, 2023; 5 pm to 8:30 pm at Harbor Place courtyard and boardwalk*\*All events pending updated insurance and appropriate department approvals*
- 12.5. **Auctioneer License:**
- 12.6. **Tag Days:** *with Police approval*
- 12.7. **One Day Liquor License:**
- 12.8. **Annual License Renewals:**
  - 12.8.1. **Hawker Peddlers License 2023 - Fixed location** – *with approvals*
  - 12.8.2. **Coin-Op License Renewals** - *pending Police approval*
  - 12.8.3. **Drainlayer License Renewals** -*with City Engineer approval*
  - 12.8.4. **Christmas Tree Vendor** – *with Police approval*
  - 12.8.5. **Taxi Driver Licenses for 2022:** *with Police approval*
  - 12.8.6. **Taxi/Limousine License with Police approval:**
    - 12.8.6.1. Kasey Gordon
    - 12.8.6.2. Rachael Trongeau
    - 12.8.6.3. Lynette Sylvester
  - 12.8.7. **Junk Dealer License with Police approval**
  - 12.8.8. **Pool Tables**
  - 12.8.9. **Sunday Pool**
  - 12.8.10. **Bowling**
  - 12.8.11. **Sunday Bowling**
  - 12.8.12. **Buy & Sell Second Hand Articles** *with Police approval*
  - 12.8.13. **Buy & Sell Second Hand Clothing**
  - 12.8.14. **Pawnbroker license**
  - 12.8.15. **Fortune Teller** - *pending Police approval*



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- 12.8.16. **Buy & Sell Old Gold**
- 12.8.17. **Roller Skating Rink**
- 12.8.18. **Sunday Skating**
- 12.8.19. **Exterior Vending Machines/Redbox Automated Retail, LLC**
- 12.8.20. **Limousine/Livery License/Chair Cars with Police approval**

**13. MOTIONS AND ORDERS:**

**14. ORDINANCES (FILE 10 DAYS)**

**15. COMMUNICATIONS FROM COUNCILLORS:**

- 15.1. Councillor Bevilacqua requests to recognize *Irish American Heritage* month and the contributions of the Irish American people to our Country, State and City
- 15.2. Councillor Bevilacqua requests to recognize *Women's History* month commemorating the role of women in American History and the contributions Women have made to our Country, State and City
- 15.3. Council President Jordan requests the following changes to the City Council Meeting Schedule: to *Cancel* the meetings of April 18 and June 6, 2023 and to *Add* meetings on April 11 and June 13 2023 – with all meetings in the Theodore A Pelosi Jr. City Council Chambers, Room 202, City Hall, 24 Summer st

**16. UNFINISHED BUSINESS OF PRECEDING MEETING:**

- 16.1. Document 19-D: Councillor Lewandowski requests to introduce Matthew Juros formerly of Fishbrook Design Studio on Wingate st about change in his design studio and maintain connection to the Merrimack Valley  
*Continued from February 7<sup>th</sup>*



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16.1.1.1. Document 119-B/2022: Ordinance re: Accessory Dwelling  
Unit (ADU) *Filed October 19 2022*

16.1.2. Councillor Barrett motions that on unanimous recommendation of A & F  
subcommittee that Council amend the ADU Ordinance filed on December 6,  
2022 by deleting the Ordinance as submitted and inserting in place thereof the  
February 28, 2023 Amended Ordinance submitted from Community  
Development

*Related communication from Mayor Fiorentini regarding ADU Ordinance*

16.1.3. Amended Ordinance – February 28 2023 – An Ordinance Relating to  
Zoning

*Related communication from Andrew Herlihy, Community Development Director who  
will be available to answer questions along with Housing Manager Matt Hennigan*

**17. RESOLUTIONS AND PROCLAMATIONS:**

**18. COUNCIL COMMITTEE REPORTS AND ANNOUNCEMENTS**

18.1. Councillor Barrett submits minutes of the *Administration and Finance*  
*Committee* meeting held on February 14, 2023 for acceptance

**19. DOCUMENTS REFERRED TO COMMITTEE STUDY**

**20. LONG TERM MATTERS STUDY LIST**

**21. ADJOURN :**

**ADDITIONAL MATERIALS – AMENDED AGENDA**

- Council President Jordan requests to cancel the City Council meeting scheduled for March 21 , 2023

**CITY COUNCIL**

**Timothy J. Jordan**  
President

**John A. Michitson**  
Vice President

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohey**



(611)

CITY HALL, ROOM 204  
4 SUMMER STREET  
TELEPHONE: 978-374-2328  
FACSIMILE: 978-374-2329

[WWW.CITYOFHAVERHILL.COM](http://WWW.CITYOFHAVERHILL.COM)  
[CITYCNCL@CITYOFHAVERHILL.COM](mailto:CITYCNCL@CITYOFHAVERHILL.COM)

**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

HAU CITY CLERK FEB 22 2023

February 22, 2023

To: President and Members of the City Council:

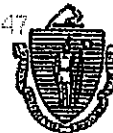
President Jordan wishes to introduce Herb Bergh, Kalyn Ryll, Joanna Dix, and Jenny Arndt of the Haverhill Education Foundation to promote their lottery bingo fundraiser on Friday, May 19, 2023 at the AMVETS on Primrose Street.

Council President Timothy J. Jordan

(meeting 2.28.2023)

**Massachusetts State Lottery Commission**

HAY CITY CLK FEB 22 '23 PM 3:47



CHARITABLE GAMING DIVISION  
P.O. BOX 859012  
BRAINTREE, MASSACHUSETTS 02185-9012  
TEL 781-849-5555

**DEBORAH B. GOLDBERG**  
*Treasurer and Receiver General*

**APPLICATION FOR LICENSE TO CONDUCT A ONE DAY GAME COMMONLY CALLED "BEANO"**

**PLEASE TYPE OR PRINT IN BLACK INK**

**IMPORTANT: PLEASE FILL OUT FORM COMPLETELY AND ACCURATELY. FAILURE TO DO SO WILL DELAY PROCESSING OF YOUR LICENSE APPLICATION**

NAME OF ORGANIZATION:  
**Haverhill Education Foundation, Inc.**

DATE ORG. CHARTERED:  
**11/16/1990**

STREET ADDRESS:  
**PO Box 1864**

ORGANIZATION F.I.D.:  
**22-3152599**

CITY/TOWN:  
**Haverhill, MA 01831**

OCCASION DAY:  
**05/19/2023**

OCCASION ADDRESS:  
**576 Primrose St**

ORG. TELEPHONE:  
**978-697-5045**

CITY/TOWN/ZIP:  
**Haverhill, MA 01830**

BEANO HALL PHONE:  
**978-374-5050**

MAILING AND SHIPPING ADDRESS:  
**PO Box 1864**

Check one:  
6:00 P.M. TO 12:00 MID. ☒  
1:00 P.M. TO 6:00 P.M. ☐  
LICENSE FEE - \$50.00

CITY/TOWN/ZIP:  
**Haverhill, MA 01831**

NAME OF HEAD OF ORGANIZATION:  
**Herb Bergh, President**

HOME PHONE:  
**978-697-5045**

MAILING ADDRESS:  
**15 Forest Ave**

BUSINESS PHONE:  
**Same as Home Phone**

CITY/TOWN/ZIP:  
**Haverhill, MA 01830**

EMAIL ADDRESS:  
**hbergh@haverhilleducationfoundation.org**

NAME OF MEMBER IN CHARGE:  
**Kalyn Ryll, Clerk**

HOME PHONE:  
**978-857-7001**

MEMBER IN CHARGE OF BEANO ADDRESS:  
**39 Hyatt Ave**

BUSINESS PHONE:  
**Same as Home Phone**

CITY/TOWN/ZIP:  
**Haverhill, MA 01835**

EMAIL ADDRESS:  
**kryll@haverhilleducationfoundation.org**

NAME OF BOOKKEEPER:  
**Tina Fuller, Treasurer**

HOME PHONE:  
**978-697-5620**

MAILING ADDRESS:  
**9 Pleasant St.**

BUSINESS PHONE:  
**Same as Home Phone**

CITY/TOWN/ZIP:  
**Groveland, MA 01834**

EMAIL ADDRESS:  
**tfuller@haverhilleducationfoundation.org**

**FOR MASSACHUSETTS STATE LOTTERY COMMISSION USE ONLY**

INVEST.

COUNTY	CITY/TOWN	TYPE	LICENSE NUMBER

EFFECTIVE DATE

## APPLICATION FOR LICENSE TO SELL LOTTERY TICKETS CALLED "THE CHARITY GAMES" FEB22/23 PM 3:47

IN ADDITION TO A LICENSE TO OPERATE BEANO, IT IS REQUESTED THE ABOVE ORGANIZATION BE LICENSED TO SELL SPECIAL LOTTERY TICKETS FOR CHARITABLE, RELIGIOUS AND EDUCATIONAL PURPOSES PURSUANT TO SECTION 37 OF CHAPTER 10 OF THE GENERAL LAWS. SUCH LOTTERY TICKETS MAY BE SOLD ONLY AT AND DURING LICENSED BEANO GAMES AND OTHER EVENTS HELD ON THE PREMISES AND PURSUANT TO THE RULES AND REGULATIONS OF THE COMMISSION.



CHECK

## PLEASE CHECK ( ) WHICH BEST DESCRIBES YOUR ORGANIZATION:

- |  |   |
|--|---|
| 001 <input type="checkbox"/> FRATERNAL ORGANIZATION  | 006 <input type="checkbox"/> NON-PROFIT ORGANIZATION FOR THE INTEREST OF DIFFERENTLY ABLED CITIZENS |
| 002 <input type="checkbox"/> CHURCH OR RELIGIOUS ORGANIZATION  | 007 <input type="checkbox"/> NON-PROFIT ATHLETIC ASSOCIATION  |
| 003 <input type="checkbox"/> VETERANS ORGANIZATION   | 008 <input type="checkbox"/> NON-PROFIT SENIOR CITIZENS ORGANIZATION                                |
| 004 <input type="checkbox"/> VOLUNTEER NON-PROFIT FIRE COMPANY OR VOLUNTEER NON-PROFIT AMBULANCE SERVICE | 009 <input type="checkbox"/> NON-PROFIT SOCIAL WELFARE ORGANIZATION                                 |
| 005 <input type="checkbox"/> BOSTON FIREMAN'S RELIEF FUND  | 010 <input checked="" type="checkbox"/> NON-PROFIT EDUCATION  |

OT

UNDER PENALTIES OF PERJURY, HAVE ANY MEMBERS OF YOUR ORGANIZATION WHO WILL BE ASSISTING IN THE GAME OF BEANO BEEN CONVICTED OF AN OFFENSE OTHER THAN A TRAFFIC INFRACTION? ☒ NO ☐ YES - IF YES, SPECIFY ON SEPARATE SHEET.

HAS YOUR ORGANIZATION EVER HAD A BEANO LICENSE BEFORE?

☐ YES ☒ NO IF YES, WHAT YEAR \_\_\_\_\_

I HEREBY CERTIFY that the information provided herein is true to the best of my knowledge and belief. I authorize the Commission to obtain credit or other information about me or my organization which may assist the Commission in making a decision on this application(s). I am aware that false or misleading statements, or failure to abide by the rules and regulations of the Commission will be cause for rejection of this application(s) or revocation of my License(s). Violation of General Laws, Chapter 10, Sections 37 through 40, or of Commission Regulations may result in a fine or imprisonment or both.

Phyllis  
SIGNATURE & TITLE HEAD OF ORGANIZATION

Kah Rell  
SIGNATURE OF MEMBER IN CHARGE OF BEANO

DATE 02 15 2023  
MONTH DAY YEAR

## BELOW THIS LINE FOR MUNICIPAL AUTHORITIES ONLY

THIS APPLICATION IS APPROVED AND CERTIFIED TO BE IN CONFORMITY WITH CHAPTER 10 OF THE MASS. GENERAL LAWS BY: BOARD OF SELECTMEN, OR CITY COUNCIL AND MAYOR, OR LICENSING BOARD OF THE CITY OF BOSTON

INDICATE DAY OF WEEK AND PERMITTED HOURS OF BEANO OPERATION RECOMMENDED \_\_\_\_\_  
DAY \_\_\_\_\_ PM TO \_\_\_\_\_ PM  
HOURS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Signature]  
CHIEF OF POLICE

DATE: \_\_\_\_\_

DATE: 2/21/23

FOR MASSACHUSETTS STATE LOTTERY COMMISSION USE ONLY

DISPOSITION:

AUTHORIZED DEFERRED DENIED

DIRECTOR OR DESIGNEE

DATE

98-E

OLD BACKUP 2022

**CITY COUNCIL**

Timothy J. Jordan  
President  
John A. Michitson  
Vice President  
Melinda E. Barrett  
Joseph J. Bevilacqua  
Thomas J. Sullivan  
Melissa J. Lewandowski  
Michael S. McGonagle  
Catherine P. Rogers  
Shaun P. Toohy

98-E



HAU CITY CLERK SEP 14 2022

CITY HALL, ROOM 204  
4 SUMMER STREET  
TELEPHONE: 978-374-2328  
FACSIMILE: 978-374-2329  
[WWW.CITYOFHAVERHILL.COM](http://WWW.CITYOFHAVERHILL.COM)  
CITYCLERK@CITYOFHAVERHILL.COM

**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

September 14, 2022

To: President and Members of the City Council

Council Vice President Michitson to introduce Joanna Dix, Jenny Arndt and Kalyn Ryll of the Haverhill Education Foundation seeking approval of a bingo night fundraiser to be held on November 19<sup>th</sup>.

*John A. Michitson*

City Council Vice President John A. Michitson

IN CITY COUNCIL: September 20 2022

GRANTED PENDING APPROVALS FROM POLICE & MAYOR

Attest:

*[Signature]*

City Clerk

APPROVAL:

*[Signature]*

Mayor

(meeting 9.20.2022)



OLD

Massachusetts State Lottery Commission

CHARITABLE GAMING DIVISION

P.O. BOX 858012

BRAINTREE, MASSACHUSETTS 02185-8012

TEL. 781-548-5555



DEBORAH B. GOLDBERG

Treasurer and Receiver General

APPLICATION FOR LICENSE TO CONDUCT A ONE DAY GAME COMMONLY CALLED "BEANO"

PLEASE TYPE OR PRINT IN BLACK INK

IMPORTANT: PLEASE FILL OUT FORM COMPLETELY AND ACCURATELY. FAILURE TO DO SO WILL DELAY PROCESSING OF YOUR LICENSE APPLICATION.

NAME OF ORGANIZATION:

HAVERHILL EDUCATION FOUNDATION, INC.

STREET ADDRESS:

PO BOX 1864

CITY/TOWN:

HAVERHILL, MA 01831

OCCASION ADDRESS:

24 SUMMER ST.

CITY/TOWN/ZIP:

HAVERHILL, MA 01830

MAILING AND SHIPPING ADDRESS:

PO BOX 1864

CITY/TOWN/ZIP:

HAVERHILL, MA 01831

NAME OF HEAD OF ORGANIZATION:

HERB BERGH PRESIDENT

MAILING ADDRESS:

15 FOREST AVE.

CITY/TOWN/ZIP:

HAVERHILL, MA 01830

NAME OF MEMBER IN CHARGE:

KALYN BILL SECRETARY

MEMBER IN CHARGE OF BEANO ADDRESS:

39 HYATT AVE

CITY/TOWN/ZIP:

HAVERHILL, MA 01835

NAME OF BOOKKEEPER:

TINA FULLER TREASURER

MAILING ADDRESS:

9 PLEASANT ST.

CITY/TOWN/ZIP:

HAVERHILL, MA 01834

DATE ORG. CHARTERED:

11/16/1990

ORGANIZATION F.I.D.:

22-3152509

OCCASION DAY:

11/19/22

ORG. TELEPHONE:

978-697-5045

BEANO HALL PHONE:

978-374-5050

Check one:  
6:00 P.M. TO 12:00 MID. ☒  
1:00 P.M. TO 6:00 P.M. ☐  
LICENSE FEE - \$50.00

HOME PHONE:

978-697-5045

BUSINESS PHONE:

SAME

EMAIL ADDRESS:

H.BERGH@HAVERHILLEDFUNDATION.ORG

HOME PHONE:

978-857-7001

BUSINESS PHONE:

SAME

EMAIL ADDRESS:

KEYL@HAVERHILLEDFUNDATION.ORG

HOME PHONE:

978-697-5620

BUSINESS PHONE:

SAME

EMAIL ADDRESS:

TFULLER@HAVERHILLEDFUNDATION.ORG

FOR MASSACHUSETTS STATE LOTTERY COMMISSION USE ONLY

INVT.

COUNTY	CITY/TOWN	TYPE	LICENSE NUMBER

EFFECTIVE DATE

**APPLICATION FOR LICENSE TO SELL LOTTERY TICKETS CALLED "THE CHARITY GAMES"**

IN ADDITION TO A LICENSE TO OPERATE BEANO, IT IS REQUESTED THE ABOVE ORGANIZATION BE LICENSED TO SELL SPECIAL LOTTERY TICKETS FOR CHARITABLE, RELIGIOUS AND EDUCATIONAL PURPOSES PURSUANT TO SECTION 27 OF CHAPTER 18 OF THE GENERAL LAWS. SUCH LOTTERY TICKETS MAY BE SOLD ONLY AT AND DURING LICENSED BEANO GAMES AND OTHER EVENTS HELD ON THE PREMISES AND PURSUANT TO THE RULES AND REGULATIONS OF THE COMMISSION.

☐ CHECK

**PLEASE CHECK ( ) WHICH BEST DESCRIBES YOUR ORGANIZATION:**

- |  |   |
|--|---|
| 001 <input type="checkbox"/> FRATERNAL ORGANIZATION  | 006 <input type="checkbox"/> NON-PROFIT ORGANIZATION FOR THE INTEREST OF DIFFERENTLY ABLED CITIZENS |
| 002 <input type="checkbox"/> CHURCH OR RELIGIOUS ORGANIZATION  | 007 <input type="checkbox"/> NON-PROFIT ATHLETIC ASSOCIATION  |
| 003 <input type="checkbox"/> VETERANS ORGANIZATION   | 008 <input type="checkbox"/> NON-PROFIT SENIOR CITIZENS ORGANIZATION                                |
| 004 <input type="checkbox"/> VOLUNTEER NON-PROFIT FIRE COMPANY OR VOLUNTEER NON-PROFIT AMBULANCE SERVICE | 009 <input type="checkbox"/> NON-PROFIT SOCIAL WELFARE ORGANIZATION                                 |
| 005 <input type="checkbox"/> BOSTON FIREMAN'S RELIEF FUND  | 010 <input checked="" type="checkbox"/> OTHER <u>NON-PROFIT EDUCATION</u>                           |

UNDER PENALTY OF PERJURY, HAVE ANY MEMBERS OF YOUR ORGANIZATION WHO WILL BE ASSISTING IN THE GAME OF BEANO BEEN CONVICTED OF AN OFFENSE OTHER THAN A TRAFFIC INFRACTION? ☒ NO ☐ YES - IF YES, SPECIFY ON SEPARATE SHEET.

HAS YOUR ORGANIZATION EVER HAD A BEANO LICENSE BEFORE?

☐ YES ☒ NO IF YES, WHAT YEAR \_\_\_\_\_

I HEREBY CERTIFY that the information provided herein is true to the best of my knowledge and belief. I authorize the Commission to obtain credit or other information about me or my organization which may assist the Commission in making a decision on this application(s). I am aware that false or misleading statements, or failure to abide by the rules and regulations of the Commission will be cause for rejection of this application(s) or revocation of my License(s). Violation of General Laws, Chapter 18, Sections 27 through 40, or of Commission Regulations may result in a fine or imprisonment or both.

Pres PRES. Kahn KAHN SEC. DATE 09/12/22  
SIGNATURE OF PRESIDENT OF ORGANIZATION SIGNATURE OF MEMBER IN CHARGE OF BEANO MONTH DAY YEAR

**BELOW THIS LINE FOR MUNICIPAL AUTHORITIES ONLY**

THIS APPLICATION IS APPROVED AND CERTIFIED TO BE IN CONFORMITY WITH CHAPTER 18 OF THE MASS GENERAL LAWS BY BOARD OF SELECTMEN, OR CITY COUNCIL AND MAYOR, OR LICENSING BOARD OF THE CITY OF BOSTON

INDICATE DAY OF WEEK AND PERMITTED HOURS OF BEANO OPERATION RECOMMENDED: \_\_\_\_\_ DAY \_\_\_\_\_ PM to \_\_\_\_\_ PM  
HOURS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Signature] DATE: \_\_\_\_\_  
CHIEF OF POLICE DATE: 9/12/22

FOR MASSACHUSETTS STATE LOTTERY COMMISSION USE ONLY

**DISPOSITION:**

AUTHORIZED DEFERRED DENIED

\_\_\_\_\_  
DIRECTOR OR DESIGNER DATE

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
G.P.O. BOX 1480  
BROOKLYN, NY 11202

DEPARTMENT OF THE TREASURY

Date: **06 JUN 1995**

HAVERHILL FOUNDATION FOR EXCELLENCE  
IN EDUCATION INC  
35 RIVER RD  
HAVERHILL, MA 01830-1832

Employer Identification Number:  
22-3152599  
Case Number:  
115144033  
Contact Person:  
FRED HYMNOWITZ  
Contact Telephone Number:  
(718) 488-2218  
Addendum Applies:  
NO

Dear Applicant:

Based on the information you recently submitted, we have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in 501(c)(3) is still in effect.

This classification is based on the assumption that your operations will continue as you have stated. If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status.

This supercedes our letter dated April 27, 1995.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. For guidance in determining whether your gross receipts are "normally" more than \$25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

Letter 1078 (00/08)

**CITY COUNCIL**

**Timothy J. Jordan**

*President*

**John A. Michitson**

*Vice President*

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohy**



**CITY OF HAVERHILL**

**HAVERHILL, MASSACHUSETTS 01830-5843**

CITY HALL, ROOM 204

4 SUMMER STREET

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329

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[CITYCNCL@CITYOFHAVERHILL.COM](mailto:CITYCNCL@CITYOFHAVERHILL.COM)

September 14, 2022

To: President and Members of the City Council

Council Vice President Michitson to introduce Joanna Dix, Jenny Arndt and Kalyn Ryll of the Haverhill Education Foundation seeking approval of a bingo night fundraiser to be held on November 19<sup>th</sup>.

  
City Council Vice President John A. Michitson

{meeting 9.20.2022}



# Haverhill

Engineering Department, Room 300  
Tel: 978-374-2335 Fax: 978-373-8475  
John H. Pettis III, P.E. - City Engineer  
[JPettis@CityOfHaverhill.com](mailto:JPettis@CityOfHaverhill.com)

February 24, 2023

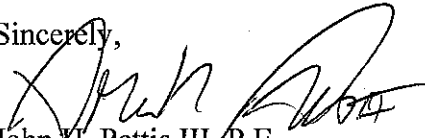
**MEMO TO: CITY COUNCIL PRESIDENT TIMOTHY J. JORDAN AND  
MEMBERS OF THE CITY COUNCIL**

**Subject: *Plug Pond Recreational Area – Belvidere Heights Dr,  
Sanders Rd***

As requested, see attached Order prepared by the City Solicitor for Electrical Easement to make improvements. The Mayor is supportive of this request, which replaces all overhead wires with underground. It's been nearly a year that Municipal Facilities Department has been working on this project, with this the last remaining work to be done.

Please contact me if you have any questions.

Sincerely,

  
John H. Pettis III, P.E.  
City Engineer

C: Mayor Fiorentini, Ward, Cox, Ouellette



DOCUMENT

**CITY OF HAVERHILL**

In Municipal Council

ORDERED:

**That the Mayor be and is hereby authorized to execute a certain Grant of Easement from the City to Massachusetts Electric Company, attached hereto and incorporated herein, relative to real property located on 0 Belvidere Heights Drive, Haverhill, Essex County, Massachusetts, for the purpose of improvements to the electrical service for the Plug Pond Recreational Area.**

8.1.1  
HNU CITY CLERK FEB24/23 041027

Property Address: 0 Belvidere Heights Drive, Haverhill, MA 01830 (Essex South)

## GRANT OF EASEMENT

The CITY OF HAVERHILL, a municipal corporation duly established under the laws of Massachusetts and having an address of 4 Summer Street, Haverhill, Massachusetts 01830 (hereinafter referred to as the Grantor), for consideration of One (\$1.00) dollar, grants to MASSACHUSETTS ELECTRIC COMPANY, a Massachusetts corporation with its usual place of business at 170 Data Drive, Waltham, Massachusetts 02451 (hereinafter referred to as the Grantee) with quitclaim covenants, the perpetual right and easement to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, lines to consist of, but not limited to, two (2) pole(s), (which may be erected at different times) with wires and cables strung upon and from the same and all necessary anchors, guys, and appurtenances (hereinafter referred to as the "OVERHEAD SYSTEM") and "UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM" (hereinafter referred to as the "UNDERGROUND SYSTEM") located in Haverhill, Essex County, Massachusetts, consisting of lines of buried wires and cables and lines of wires and cables installed in underground conduits, together with all equipment and appurtenances thereto for the transmission of intelligence and for the furnishing of electric service to the herein described premises and others, and without limiting the generality of the foregoing, but specifically including the following equipment, namely: manholes, manhole openings, bollards, handholes, junction boxes, transformers, transformer vaults, padmounts, padmount transformers and all housings, connectors, switches, conduits, cables and wires all located within the easement area of the hereinafter described property.

Said "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" are located in, through, under, over, across and upon a certain parcel of land situated on the easterly side of Sanders Road and northerly side of Belvidere Heights Drive, being more particularly shown as Parcel A and Parcel B on a Plan of Land recorded with the Essex South District Registry of Deeds (the "Registry") in Plan Book 74, Plan 13.

WR# 30546756

Address of Grantees:  
Mass El. - 170 Data Drive, Waltham, Massachusetts 02451

After recording return to:  
Jaymie Law  
National Grid USA  
Service Company, Inc.  
170 Data Drive  
Waltham, MA 02451

05 HAVEMA GEN

Said "OVERHEAD SYSTEM" is to originate from, and include, Pole 2-7, which is located off the northerly side of Belvidere Heights Drive, then proceed in a northeasterly direction from said Pole 2-7 crossing over, upon and across land of the Grantor to Pole 2-8.

And further, said "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" (locations of the electrical equipment and other facilities on the hereinbefore referred to premises of the Grantor) are approximately shown on a sketch entitled: "ELECTRIC DISTRIBUTION CONSTRUCTION EASEMENT; nationalgrid; Owner(s): CITY OF HAVERHILL; Address: 0 Belvidere Heights Drive Haverhill, MA 01830; Sketch to Accompany Easement for: Installation of +/- 33' of OH primary from pole 2-7 to pole 2-8, installation of +/- 100' of 2-3" conduit w/UG primary from pole 2-8 to pad-1 located on Plug Pond Park.", dated February 8, 2023, a reduced copy of said sketch is attached hereto as "Exhibit A" and recorded herewith, copies of which are in the possession of the Grantor and Grantee herein, but the final definitive locations of said "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" shall become established by and upon the installation and erection thereof by the Grantee.

Also with the further perpetual right and easement from time to time without further payment therefore to pass and repass over, across and upon said land of the Grantor as is reasonable and necessary in order to renew, replace, repair, remove, add to, maintain, operate, patrol and otherwise change said "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" and each and every part thereof and to make such other excavation or excavations as may be reasonably necessary in the opinion and judgment of the Grantee, its successors and assigns, and to clear and keep cleared the portions and areas of the premises wherein the "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" are specifically located, as shown on the sketch herein referred to, of such trees, shrubs, bushes, above ground and below ground structures, objects and surfaces, as may, in the opinion and judgment of the Grantee, interfere with the efficient and safe operation and maintenance of the "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" and other related electrical equipment. However, said Grantee, its successors and assigns, will properly backfill said excavation or excavations and restore the surface of the land to as reasonably good condition as said surface was in immediately prior to the excavation or excavations thereof.

If said herein referred to locations as approximately shown on the sketch herein also referred to are unsuitable for the purposes of the Grantee, its successors and assigns, then said locations may be changed to areas mutually satisfactory to both the Grantor and the Grantee herein; and further, said newly agreed to locations shall be indicated and shown on the sketch above referred to by proper amendment or amendments thereto. The Grantor, for itself, its successors and assigns, covenant and agrees with the Grantee, for itself, its successors and assigns, that this Grant of Easement and the location of the "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" may not be changed or modified without the written consent of the Grantee, its successors and assigns, which consent may be withheld by the Grantee in its sole discretion.



It is the intention of the Grantor to grant to the Grantee, its successors and assigns, all the rights and easements aforesaid and any and all additional and/or incidental rights needed to install, erect, maintain and operate within the Grantor's land an "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" for the transmission of intelligence and for the purpose of supplying electric service for the building, buildings or proposed buildings shown on the last herein referred to sketch or amended sketch and the right to service others from said "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM".

It is agreed that the "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM" shall remain the property of the Grantee, its successors and assigns, and that the Grantee, its successors and assigns, shall pay all taxes assessed thereon. Grantor agrees that the rights and easement herein granted are for the purpose of providing service to Grantor's property and the further right to service others from said "OVERHEAD SYSTEM" and "UNDERGROUND SYSTEM".

[Signature Page Follows]

For Grantor's title, see Order of Taking dated April 14<sup>th</sup>, 1959, recorded with the Registry in Book 4554, Page 351.

IN WITNESS WHEREOF, the City of Haverhill has caused its corporate seal to be hereto affixed and these presents to be signed in its name and behalf by James J. Fiorentini, its Mayor, being thereto duly authorized this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF HAVERHILL

\_\_\_\_\_  
By: James J. Fiorentini  
Its: Mayor

Commonwealth of Massachusetts

County of \_\_\_\_\_} ss.

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned Notary Public, personally appeared James J. Fiorentini, proved to me through satisfactory evidence of identity, which was/were \_\_\_\_\_, to be the person whose name is signed on the preceding Grant of Easement, and acknowledged to me that he signed it voluntarily for its stated purpose, as Mayor of the City of Haverhill.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary

My Commission Expires \_\_\_\_\_

Place Notary Seal and/or Any Stamp Above

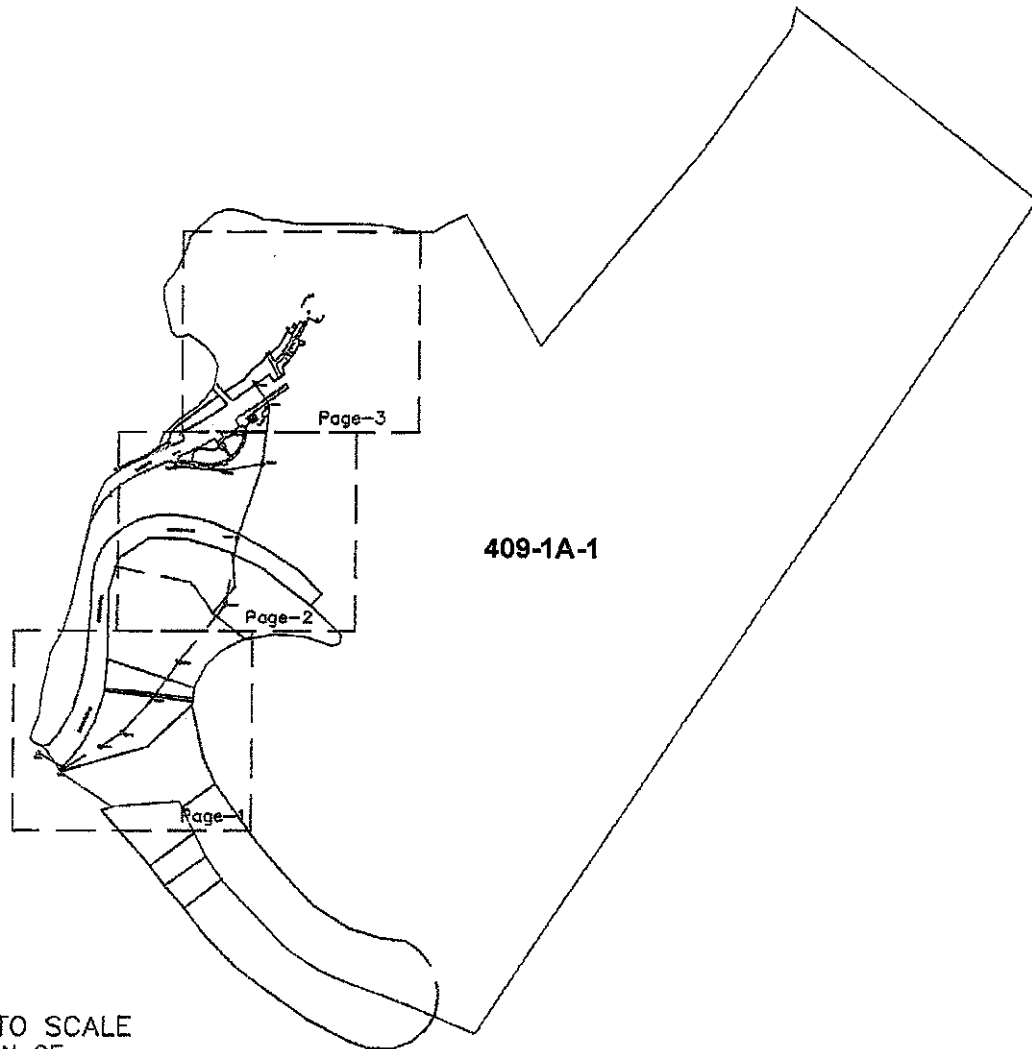


EXHIBIT 'A' NOT TO SCALE  
THE EXACT LOCATION OF  
SAID FACILITIES TO BE  
ESTABLISHED BY AND UPON  
THE INSTALLATION AND  
ERECTION OF THE FACILITIES  
THEREOF.

PLUG POND PARK

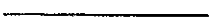
WR#30546756

## ELECTRIC DISTRIBUTION CONSTRUCTION EASEMENT

### LEGEND



PROPOSED PAD AND TRANSFORMER  
LOCATION



PROPOSED 2-3" CONDUIT W/ UG PRIMARY



EXISTING OH PRIMARY



PROPOSED RISER POLE



EXISTING JO POLE

Date: 2.8.2023 Drawn By: V.EANG

DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.

# nationalgrid

### Owner(s):

CITY OF HAVERHILL

### Address:

0 Belvidere Heights Drive  
Haverhill, MA 01830

### Sketch to Accompany Easement for:

Installation of +/- 33' of OH primary from pole 2-7 to pole 2-8, installation of +/- 100' of 2-3" conduit w/ UG primary from pole 2-8 to pad-1 located on Plug Pond Park.





BELVEDERE HTS DR

POLE 2-8

POLE 2-5

MATCH LINE B

MATCH LINE B

POLE 2-4

EXHIBIT 'A' NOT TO SCALE  
THE EXACT LOCATION OF  
SAID FACILITIES TO BE  
ESTABLISHED BY AND UPON  
THE INSTALLATION AND  
ERECTION OF THE FACILITIES  
THEREOF.

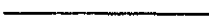
WR#30546756

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### LEGEND



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EXISTING OH PRIMARY



PROPOSED RISER POLE

EXISTING JO POLE.

# nationalgrid

**Owner(s):**  
CITY OF HAVERHILL

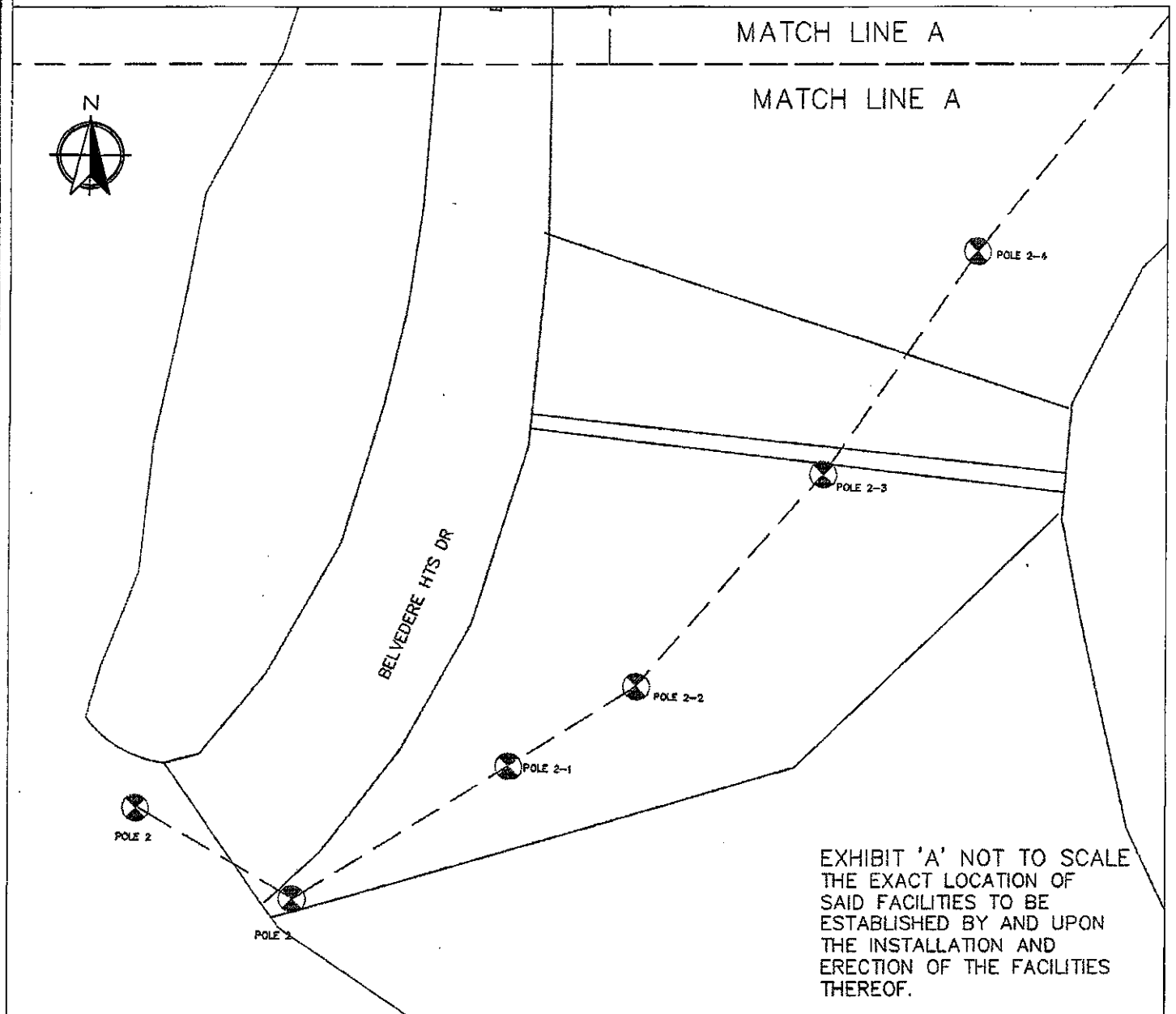
**Address:**  
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Date: 2.8.2023 Drawn By: V.EANG

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WR#30546756

## ELECTRIC DISTRIBUTION CONSTRUCTION EASEMENT

### LEGEND



PROPOSED PAD AND TRANSFORMER  
LOCATION



PROPOSED 2-3" CONDUIT W/ UG PRIMARY



EXISTING OH PRIMARY



PROPOSED RISER POLE

EXISTING JO POLE.

Date: 2.8.2023 Drawn By: V.EANG

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# nationalgrid

**Owner(s):**  
CITY OF HAVERHILL

**Address:**  
0 Belvidere Heights Drive  
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Installation of +/- 33' of OH primary from pole 2-7 to pole 2-8, installation of +/- 100' of 2-3" conduit w/ UG primary from pole 2-8 to pad-1 located on Plug Pond Park.

0 Belvidere Heights Drive

*Hearing March 28  
2023*

**FIORIELLO & MIGLIORI**  
**ATTORNEYS AT LAW**

KAREN L. FIORELLO  
(Retired)

MICHAEL J. MIGLIORI  
mmigliori@familaw.com

280 Merrimack Street  
Suite B  
Methuen, Massachusetts 01844  
FAX 978-849-5191

CC SP 23-1

12.1

HAV CITY CLERK FEB 10 2023

February 10, 2023

Timothy J. Jordan, President  
Haverhill City Council  
City Hall  
4 Summer Street  
Haverhill, MA 01830

Re: Special Permit  
Owner: Kenneth Sylvester, Trustee  
Applicant: Snow Cassell, LLC  
10-12 Eighth Avenue, Haverhill MA  
Parcel ID: 612-496-12

Dear President Barrett:

Please be advised this office represents Snow Cassell, LLC regarding the property located at 33 Eighth Avenue and being shown on Haverhill Assessor's Map 612 Block 496 Lot 12.

The premises consist of 11,700 square feet of land.

Snow Cassell, LLC is requesting a Special Permit from the City of Haverhill to construct a three-family residential building. The Haverhill Zoning Ordinance Chapter 255 Section 80 requires a Special Permit in light of the three-family use.

The property is shown in Haverhill Assessor's Map 612 Block 496 Lot 12 and is located in the "RH" Zoning District.

The property meets all of the dimensional and use criteria as set out in the Haverhill Zoning Ordinance.

Kindly schedule a hearing to be held before the City Council. I have enclosed the appropriate plans, reports and fees in connection with the requested Special Permit.

The applicant further agrees to waive the statutory requirement for Haverhill City Council to hold a hearing on the matter within sixty-five (65) days.

Should you have any questions or need any additional information, please don't hesitate to contact me.

Sincerely yours,

  
Michael J. Migliori

MJM/dma

Enc.

c.c.: Michael Cassell  
William Pillsbury, Economic Development Office



February 2, 2023

City of Haverhill  
4 Summer Street  
Haverhill, MA 01830

RE: 10-12 8<sup>th</sup> Avenue Haverhill, MA 01830

To whom it may concern,

Please allow this letter to serve as permission for Michael Cassell, Snow Cassell, LLC or their counsel to apply for any necessary variance, special permit or approval on the property I own at 10-12 8<sup>th</sup> Avenue in Haverhill for development purposes.

Thank you



Kenneth R. Sylvester, Trustee

Sylvester Family Trust

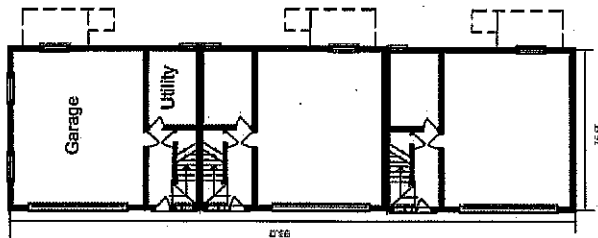
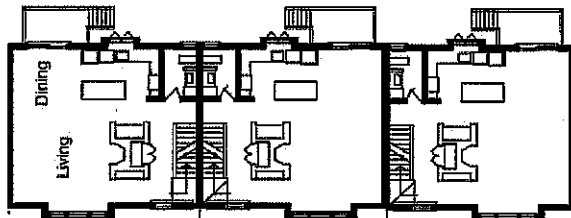
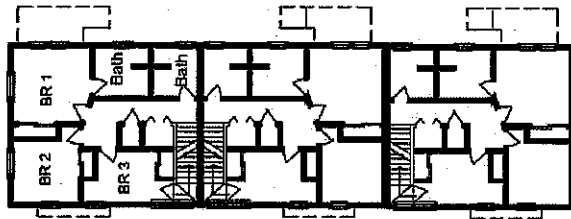
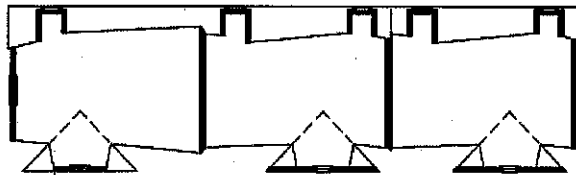
978 807 1552

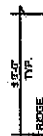
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No.	Revolutionary Movement	Director

108th Avenue  
Haverhill, MA 01830

	1	2	3
Age			
Sex			
Marital Status			
Education			
Occupation			
Income			
Health			
Religion			
Political Party			
Other			



[illegible]

City Council Special Permit · Add to a project

**Expiration Date****Active**

# CCSP-23-1

**Details**

Submitted on Feb 10, 2023 at 11:36 am

**Attachments**

1 file

**Activity Feed**

Latest activity on Feb 10, 2023

**Applicant**

michael migliori

**Location**

0 EIGHTH AVE, Haverhill, MA 1830

**Timeline****Add New** ▾**Special Permit Filing Fee**

Paid Feb 10, 2023 at 11:39 am

**Planning Director Review**

Completed Feb 10, 2023 at 2:03 pm

**School Department Review**

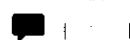
Completed Feb 10, 2023 at 2:11 pm

**Assessor for Abutter's List**

Completed Feb 10, 2023 at 2:23 pm

**Fire2 Department Review**

Completed Feb 10, 2023 at 3:11 pm

**City Clerk Review - Hearing Dates Set**

In Progress

**City Council Clerk Notified**

In Progress



**Conservation Department Review**

In Progress

**DPW Review**

In Progress

**Engineering Department Review**

In Progress

**Fire1 Department Review**

In Progress

**Health Department Review**

In Progress

**Police Department Review**

In Progress

**Storm Water Review**

In Progress

**Water/Wastewater Review**

In Progress

**Water Supply Review**

In Progress

**Building Inspector Approval for Agenda**

In Progress

**First Ad Placement**

Review

**Placed on Agenda**

Review

**Abutter Notification**

Review

**Second Ad Placement**

Review

**City Councilor A Review**

Review

**City Councilor B Review**

Review

**City Councilor C Review**

Review



**City Councilor D Review**

Review

**City Councilor E Review**

Review

**City Councilor F Review**

Review

**City Councilor G Review**

Review

**City Councilor H Review**

Review

**City Councilor I Review**

Review

**City Council Meeting**

Review

**Meeting Minutes & Decision Filed w/City Clerk**

Review

**Fire2 Department Review****Complete** ▾

Complete

Assignee

Michael Picard

Due date



None

**Michael Picard**

Remove Comment • Feb 10, 2023 at 3:11 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, 9<sup>th</sup> 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, NFPA 1 2021 ed., 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.

This project will require an NFPA compliant Sprinkler System

This step was assigned to Michael Picard - Feb 10, 2023 at 2:03 pm  
Michael Picard approved this step - Feb 10, 2023 at 3:11 pm

**City Councilor D Review**

Review

**City Councilor E Review**

Review

**City Councilor F Review**

Review

**City Councilor G Review**

Review

**City Councilor H Review**

Review

**City Councilor I Review**

Review

**City Council Meeting**

Review

**Meeting Minutes & Decision Filed w/City Clerk**

Review

**Assessor for Abutter's List****● Complete ▾**

Complete

To provide the list of abutters as well as confirm the MBL for the property.

Assignee

Christine Webb

Due date



None

**Christine Webb**

Remove Comment • Feb 10, 2023 at 2:22 pm

\*\*\* the small lot 612-496-10 is not in the Sylvester Family Trust\*\*\* and is valued separately from 10 12 Eighth Ave which is 412-496-12





**michael migliori**

Remove Comment • Feb 10, 2023 at 2:55 pm

This project does not include the small strip lot612-496-10.

This step was assigned to Christine Webb - Feb 10, 2023 at 2:03 pm  
Christine Webb approved this step - Feb 10, 2023 at 2:23 pm

**City Councilor D Review**

Review

**City Councilor E Review**

Review

**City Councilor F Review**

Review

**City Councilor G Review**

Review

**City Councilor H Review**

Review

**City Councilor I Review**

Review

**City Council Meeting**

Review

**Meeting Minutes & Decision Filed w/City Clerk**

Review



## Location

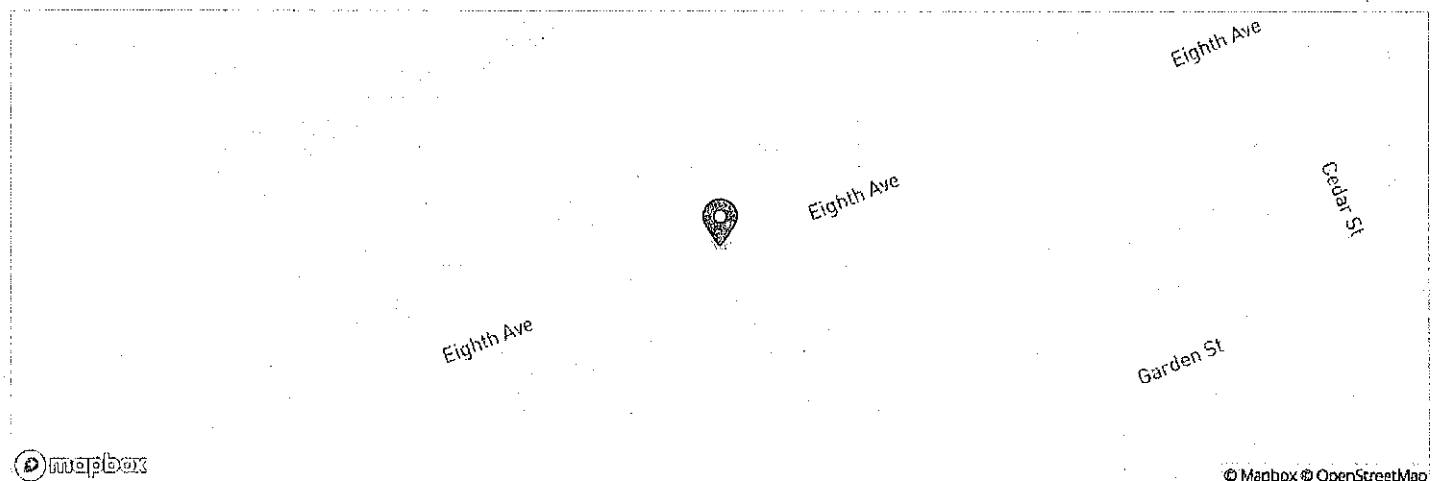
**PRIMARY LOCATION**

The main location associated with this record.

**0 EIGHTH AVE**

Haverhill, MA 1830

612-496-10

[View Location](#)

**Property Owner Information** (for this record)

Name

SYLVESTER KENNETH R

Email Address

--

Phone Number

--

Address

P O BOX 815

KINGSTON, NH 3848

**City Councilor D Review**

Review

**City Councilor E Review**

Review

**City Councilor F Review**

Review

**City Councilor G Review**

Review

**City Councilor H Review**

Review

**City Councilor I Review**

Review

**City Council Meeting**

Review

**Meeting Minutes & Decision Filed w/City Clerk**

Review

**michael miglioni**[View Profile](#)**Email Address**

mmigliori@fimilaw.com (mailto:mmigliori@fimilaw.com)

**Phone Number**

978-884-6431

**Address**

280 Merrimack Street, Methuen, MA 01844

12.1

02/13/2023



City of Haverhill, MA

**CCSP-23-1**

City Council Special Permit

**Status:** Active**Date Created:** Feb 10, 2023**Applicant**

michael miglioni  
mmiglioni@fimilaw.com  
280 Merrimack Street  
Methuen, MA 01844  
978-884-6431

**Primary Location**

0 EIGHTH AVE  
Haverhill, MA 1830

**Owner:**

SYLVESTER KENNETH R  
P O BOX 815 KINGSTON, NH 3848

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

Attorney/Agent

**Applicant Business/Firm Phone**

9788846431

**Applicant Business/Firm City**

Methuen

**Applicant Business/Firm Zip**

01844

**Client Business Name**

Snow Cassell LLC

**Client Email**

michael.i.cassell@gmail.com

**Client City**

Haverhill

**Client Zip**

01830

**Client Business Structure**

Limited Liability Corporation (LLC)

**Applicant Business/Firm Name**

Fiorello &amp; Miglioni

**Applicant Business/Firm Address**

280 Merrimack Street

**Applicant Business/Firm State**

MA

**Client Name**

Snow Cassell LLC

**Client Phone**

9782289715

**Client Address**

16 Douglas Street

**Client State**

MA

**Client County**

Essex

**Property Information****Proposed Housing Plan Name**

10-12 Eighth Ave

**How Long Owned by Current Owner?**

NA

**Lot Dimension(s)**

80' X 208'

**Proposed Street Name(s)**

NA

**Type of Dwelling(s) Planned in Project**

Condominiums

**Registry Plat Number, Block & Lot**

612-496-12

**Zoning District Where Property Located**

RH - Residential High Density

**Deed Recorded in Essex South Registry: Block Number**

36966

**Deed Recorded in Essex South Registry: Page**

498

**Does the Property Have Multiple Lots?**

No

**Thoroughly Describe the Reason(s) for thre Special Permit**

Construction of a three family home in the RH zone requires a special permit from the City Council.

**Property Description**

vacant land

**Current Property Use**

Vacant

**TOTAL Number of Units Planned**

3

**TOTAL Number of Parking Spaces Planned**

9

**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**☒**Other**☐**Hearing Waiver****Agrees**

Yes

**Agreement & Signature****Agrees**☒

**PLEASE READ****Office Use Only****City Council Decision****City Council Hearing Date**

--

--

**Reason for Council's Decision**

--

**City Council Members Absent**

--

**City Council Members Present**

--

**Continuance Meeting Date****Also Present**

--

--

**City Councilor Who Seconded Motion****City Councilor Who Made Motion**

--

--

**City Councilors Who Voted Against****City Councilors Who Abstained**

--

--

**Continuance Motion Decision****Who Submitted Continuance Request?**

--

--

**City Councilors Who Voted In Favor**

--

**Number of 12"x18" Mylar Copies****Appeal Expiration Date**

--

--

**Number of 24"x36" Mylar Copies****Number of 18"x24" Mylar Copies**

--

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**Attachments**

Permission Ltr.pdf

Uploaded by michael migliori on Feb 10, 2023 at 11:32 am



Council Transmittal Ltr Feb 2023.pdf

Uploaded by michael migliori on Feb 10, 2023 at 11:33 am



SITE PLAN.pdf

Uploaded by michael migliori on Feb 10, 2023 at 11:33 am



SITE PLAN.pdf

Uploaded by michael migliori on Feb 10, 2023 at 11:33 am



Council Transmittal Ltr Feb 2023.pdf

Uploaded by michael migliori on Feb 10, 2023 at 11:33 am



Council Transmittal Ltr Feb 2023.pdf

Uploaded by michael migliori on Feb 10, 2023 at 11:34 am



Preliminary Floor Plans.pdf

Uploaded by michael migliori on Feb 10, 2023 at 11:34 am



Preliminary Front and Rear Elevations.pdf

Uploaded by michael migliori on Feb 10, 2023 at 11:35 am

**History****Date****Activity**

Feb 10, 2023 at 11:12 am

michael migliori started a draft of Record CCSP-23-1

Feb 10, 2023 at 11:34 am

michael migliori added attachment Preliminary Floor Plans.pdf to Record CCSP-23-1

Feb 10, 2023 at 11:35 am

michael migliori added attachment Preliminary Front and Rear Elevations.pdf to Record CCSP-23-1

Date	Activity
Feb 10, 2023 at 11:36 am	michael migliori submitted Record CCSP-23-1
Feb 10, 2023 at 11:39 am	completed payment step Special Permit Filing Fee on Record CCSP-23-1
Feb 10, 2023 at 11:39 am	approval step Planning Director Review was assigned to William Pillsbury on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	William Pillsbury approved approval step Planning Director Review on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Assessor for Abutter's List was assigned to Christine Webb on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Conservation Department Review was assigned to Robert Moore on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Engineering Department Review was assigned to John Pettis on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Water/Wastewater Review was assigned to Robert Ward on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Health Department Review was assigned to Bonnie Dufresne on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Fire1 Department Review was assigned to Eric Tarcy on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Fire2 Department Review was assigned to Michael Picard on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Police Department Review was assigned to Kevin Lynch on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Storm Water Review was assigned to Robert Moore on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step City Clerk Review - Hearing Dates Set was assigned to Maria Bevilacqua on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step DPW Review was assigned to Robert Ward on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step School Department Review was assigned to Mike Pfifferling on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Building Inspector Approval for Agenda was assigned to Tom Bridgewater on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step Water Supply Review was assigned to Robert Ward on Record CCSP-23-1
Feb 10, 2023 at 2:03 pm	approval step City Council Clerk Notified was assigned to Laurie Brown on Record CCSP-23-1
Feb 10, 2023 at 2:11 pm	Mike Pfifferling approved approval step School Department Review on Record CCSP-23-1
Feb 10, 2023 at 2:23 pm	Christine Webb approved approval step Assessor for Abutter's List on Record CCSP-23-1
Feb 10, 2023 at 3:11 pm	Michael Picard approved approval step Fire2 Department Review on Record CCSP-23-1
Feb 10, 2023 at 3:49 pm	Bonnie Dufresne assigned approval step Health Department Review to Mark Tolman on Record CCSP-23-1
Feb 13, 2023 at 9:12 am	Kaitlin Wright assigned approval step City Clerk Review - Hearing Dates Set to Kaitlin Wright on Record CCSP-23-1

## Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Special Permit Filing Fee	Paid	Feb 10, 2023 at 11:36 am	Feb 10, 2023 at 11:39 am	-	-
 Planning Director Review	Complete	Feb 10, 2023 at 11:39 am	Feb 10, 2023 at 2:03 pm	William Pillsbury	-
 School Department Review	Complete	Feb 10, 2023 at 2:03 pm	Feb 10, 2023 at 2:11 pm	Mike Pfifferling	-
 Assessor for Abutter's List	Complete	Feb 10, 2023 at 2:03 pm	Feb 10, 2023 at 2:23 pm	Christine Webb	-
 Fire2 Department Review	Complete	Feb 10, 2023 at 2:03 pm	Feb 10, 2023 at 3:11 pm	Michael Picard	-
 City Clerk Review - Hearing Dates Set	Active	Feb 10, 2023 at 2:03 pm	-	Kaitlin Wright	-
 City Council Clerk Notified	Active	Feb 10, 2023 at 2:03 pm	-	Laurie Brown	-
 Conservation Department Review	Active	Feb 10, 2023 at 2:03 pm	-	Robert Moore	-
 DPW Review	Active	Feb 10, 2023 at 2:03 pm	-	Robert Ward	-
 Engineering Department Review	Active	Feb 10, 2023 at 2:03 pm	-	John Pettis	-
 Fire1 Department Review	Active	Feb 10, 2023 at 2:03 pm	-	Eric Tarcy	-
 Health Department Review	Active	Feb 10, 2023 at 2:03 pm	-	Mark Tolman	-
 Police Department Review	Active	Feb 10, 2023 at 2:03 pm	-	Kevin Lynch	-
 Storm Water Review	Active	Feb 10, 2023 at 2:03 pm	-	Robert Moore	-
 Water/Wastewater Review	Active	Feb 10, 2023 at 2:03 pm	-	Robert Ward	-



Label	Status	Activated	Completed	Assignee	Due Date
✓ Water Supply Review	Active	Feb 10, 2023 at 2:03 pm	-	Robert Ward	-
✓ Building Inspector Approval for Agenda	Active	Feb 10, 2023 at 2:03 pm	-	Tom Bridgewater	-
✓ First Ad Placement	Inactive	-	-	-	-
✓ Placed on Agenda	Inactive	-	-	-	-
✓ Abutter Notification	Inactive	-	-	-	-
✓ Second Ad Placement	Inactive	-	-	-	-
✓ City Councilor A Review	Inactive	-	-	-	-
✓ City Councilor B Review	Inactive	-	-	-	-
✓ City Councilor C Review	Inactive	-	-	-	-
✓ City Councilor D Review	Inactive	-	-	-	-
✓ City Councilor E Review	Inactive	-	-	-	-
✓ City Councilor F Review	Inactive	-	-	-	-
✓ City Councilor G Review	Inactive	-	-	-	-
✓ City Councilor H Review	Inactive	-	-	-	-
✓ City Councilor I Review	Inactive	-	-	-	-
✓ City Council Meeting	Inactive	-	-	-	-
✓ Meeting Minutes & Decision Filed w/City Clerk	Inactive	-	-	-	-

**City Councilor D Review**

Review

**City Councilor E Review**

Review

**City Councilor F Review**

Review

**City Councilor G Review**

Review

**City Councilor H Review**

Review

**City Councilor I Review**

Review

**City Council Meeting**

Review

**Meeting Minutes & Decision Filed w/City Clerk**

Review

**Assessor for Abutter's List****● Complete ▾**

Complete

To provide the list of abutters as well as confirm the MBL for the property.

Assignee

 Christine Webb

Due date



None

**Christine Webb**

Remove Comment • Feb 10, 2023 at 2:22 pm

\*\*\* the small lot 612-496-10 is not in the Sylvester Family Trust\*\*\* and is valued separately from 10 12 Eighth Ave which is 412-496-12



**michael migliori**

Remove Comment • Feb 10, 2023 at 2:55 pm

This project does not include the small strip lot612-496-10.

This step was assigned to Christine Webb - Feb 10, 2023 at 2:03 pm  
Christine Webb approved this step - Feb 10, 2023 at 2:23 pm

**Kaitlin Wright**

*Hearing Extension Request*

12.2

**From:** Marty Murphy <martin.james.murphy@gmail.com>  
**Sent:** Thursday, February 23, 2023 2:20 PM  
**To:** cityclerk  
**Subject:** [EXTERNAL]Re: [EXTERNAL]Re: [EXTERNAL]Fwd: 261 River Street - Hearing Extension Request

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

Hi Kaitlin:

Unfortunately, we will need to postpone again until April. Please confirm this extension is acceptable.

Thank you,

Marty Murphy

On Thu, Feb 9, 2023 at 11:48 AM cityclerk <[cityclerk@cityofhaverhill.com](mailto:cityclerk@cityofhaverhill.com)> wrote:

Hi Marty,

The hearing was rescheduled to March 7<sup>th</sup>.

All my best,

Kaitlin

**Kaitlin M. Wright, City Clerk**

4 Summer Street, Room 118

Haverhill, MA 01830

**Office:** (978) 374-2312

**Direct:** (978) 420-3622

**Fax:** (978) 373-8490

[kwright@cityofhaverhill.com](mailto:kwright@cityofhaverhill.com)

HAU CITY CLERK FEB23/23 AM 2:45

Hearing request - CCSP 22-15 from Martin  
Murphy for applicant JV Hostetter Family LLC  
for property located at 261 River st  
that is in two different zones;  
IG Zone and RU zone. Owner requests to  
build an addition

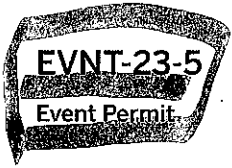
*Hearing cont.*

IN CITY COUNCIL: January 10 2023  
VOTED: that COUNCIL HEARING BE HELD  
FEBRUARY 14 2023

IN CITY COUNCIL: February 7 2023  
CONTINUED TO MARCH 7 2023



City of Haverhill, MA



**Status:** Active

**Applicant**

JAMES CARBONE  
jimmypotsandpans@gmail.com  
29 Rutherford ave  
Haverhill, MA 01830  
9173868357

**Organization Information**

**Organization**

Tattersall Farm to Table Event, James Carbone

**Organization Address**

Washington Square #1866

**Organization State**

MA

**Is the Organization Tax Exempt?**

Yes

**Is the Organization a House of Worship?**

No

**Contact Information**

**Contact Name**

James Carbone

**Contact Phone**

917 386 8357

**Contact Address**

Washington Square #1866

**Contact State**

MA

**Property Owner Information**

**Property Owner Name**

**Date Created:** Feb 7, 2023

**Primary Location**

542 NORTH BROADWAY  
Haverhill, MA 1832

**Owner:**

CITY OF HAVERHILL  
4 SUMMER ST HAVERHILL, MA 1830

**Organization Phone**

917 386 8357

**Organization City**

Haverhill

**Organization Zip**

01831

**Is the Organization Non-Profit?**

Yes

**Contact Title**

event producer

**Contact Email**

jimmypotsandpans@gmail.com

**Contact City**

Haverhill

**Contact Zip**

01831

**Property Owner Phone**

12411

02/23/2023  
HAY CITY CLERK FEB23/23 041003

Tattersall Farm Charitable Foundation Trust

978 8523014

**Property Owner Address**

P.O.Box 456

**Property Owner City**

Haverhill

**Property Owner State**

MA

**Property Owner Zip**

01831

**Is the Applicant the Property Owner?**

No

**Event Information**

**Type of Event**

Festival

**Event Date**

07/27/2023

**Event Location**

Tattersall Farm 542 North Broadway

**is the Event on Bradford Common?**

No

**Is the Event on City Property?**

Yes

**Event Venue**

Outdoor

**Number of Anticipated Attendees**

150

**Are You Requesting Fees Be Waived?**

No

**Event End Time**

8:30pm

**Event Start Time**

5:00pm

**Special Considerations (i.e. fireworks)**

NA

**Description of event**

food tasting event with wine, beer, hard cider

**Parking Information**

**Number of Parking Spaces Onsite**

100

**Have Off-site Parking Arrangements Been Made?**

No

**Are There Charges/Fees for Parking?**

No

**Sanitation Information**

**Number of Public Restrooms Available**

5

**Type of Toilets**

Portable

**Please Describe Plans for Solid Waste Disposal & Recycling**

regular Tattersall Farm carting service

## General Release & Indemnity Agreement

Yes








## Terms of Understanding

Yes







## Attachments

-  indemnify 2023 (1).PDF  
Uploaded by JAMES CARBONE on Feb 7, 2023 at 3:31 pm
-  tattersall non profit.PDF  
Uploaded by JAMES CARBONE on Feb 7, 2023 at 3:32 pm
-  Consent Letter-Carbone.pdf  
Uploaded by JAMES CARBONE on Feb 7, 2023 at 3:36 pm
-  GL\_ACORD\_CityofHaverhill\_02\_13\_2023\_P100259182-820126492756 (1).PDF  
Uploaded by JAMES CARBONE on Feb 13, 2023 at 6:31 pm
-  EVNT-23-5.pdf  
Uploaded by Kevin Lynch on Feb 22, 2023 at 9:15 am

## History

Date	Activity
Jan 30, 2023 at 9:28 pm	JAMES CARBONE started a draft of Record EVNT-23-5
Feb 7, 2023 at 3:37 pm	JAMES CARBONE submitted Record EVNT-23-5
Feb 7, 2023 at 3:38 pm	completed payment step Event Permit Payment on Record EVNT-23-5
Feb 7, 2023 at 3:38 pm	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-23-5
Feb 8, 2023 at 3:03 pm	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-23-5
Feb 8, 2023 at 3:03 pm	approval step Fire Chief Approval was assigned to Robert O'Brien on Record EVNT-23-5
Feb 8, 2023 at 3:03 pm	approval step Police Department Approval was assigned to Kevin Lynch on Record EVNT-23-5
Feb 8, 2023 at 3:03 pm	approval step Health Inspector Approval was assigned to Miguel Nieto on Record EVNT-23-5
Feb 8, 2023 at 3:03 pm	approval step Public Works Director Approval was assigned to Robert Ward on Record EVNT-23-5
Feb 8, 2023 at 3:03 pm	approval step Building Inspector Approval was assigned to Tom Bridgewater on Record EVNT-23-5
Feb 21, 2023 at 3:19 pm	Neil Gouveia assigned approval step Health Inspector Approval to Neil Gouveia on Record EVNT-23-5
Feb 22, 2023 at 9:15 am	Kevin Lynch added attachment EVNT-23-5.pdf to Record EVNT-23-5
Feb 22, 2023 at 9:16 am	Kevin Lynch approved approval step Police Department Approval on Record EVNT-23-5

## Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Event Permit Payment	Paid	Feb 7, 2023 at 3:37 pm	Feb 7, 2023 at 3:38 pm	-	-
 City Clerk Approval	Complete	Feb 7, 2023 at 3:38 pm	Feb 8, 2023 at 3:03 pm	Kaitlin Wright	-
 Police Department Approval	Complete	Feb 8, 2023 at 3:03 pm	Feb 22, 2023 at 9:16 am	Kevin Lynch	-
 Building Inspector Approval	Active	Feb 8, 2023 at 3:03 pm	-	Tom Bridgewater	-



Label	Status	Activated	Completed	Assignee	Due Date
✓ Fire Chief Approval	Active	Feb 8, 2023 at 3:03 pm	-	Robert O'Brien	-
✓ Health Inspector Approval	Active	Feb 8, 2023 at 3:03 pm	-	Neil Gouveia	-
✓ Public Works Director Approval	Active	Feb 8, 2023 at 3:03 pm	-	Robert Ward	-
✓ Recreational Director Approval	Active	Feb 8, 2023 at 3:03 pm	-	-	-
✓ City Council Approval	Inactive	-	-	-	-
📄 Event Permit Issued	Inactive	-	-	-	-

**Recreational Director Approval**

In Progress

**City Council Approval**

Review

**Event Permit Issued**

Document

**Police Department Approval****● Complete** ▾

Complete

Assignee

( ) Kevin Lynch

Due date

None

**Kevin Lynch**

Remove Comment • Feb 13, 2023 at 2:29 pm

Insurance Policy has expired, please upload new policy.

**JAMES CARBONE**

Remove Comment • Feb 13, 2023 at 6:24 pm

thanks for pointing that out, i'm uploading the current insurance for this year.

**Kevin Lynch**

Remove Comment • Feb 15, 2023 at 2:05 pm

New insurance binder expires in 05/23 event is 07/23

**JAMES CARBONE**

Remove Comment • Feb 15, 2023 at 8:31 pm

yes the current policy will renew in May and submit the renewal policy to the City Clerk before the permit is issued. its an annual policy; new policy is issued by the carrier in May.

---

**Kevin Lynch**

Remove Comment • Feb 22, 2023 at 9:16 am

Approval with new updated Liability Insurance as currant one expires May 12, 2023, and event is July 27, 2023.

---

This step was assigned to Kevin Lynch - Feb 8, 2023 at 3:03 pm  
Kevin Lynch approved this step - Feb 22, 2023 at 9:16 am

---



City of Haverhill, MA



12,42

02/23/2023

HAV CITY CLERK FEB23/23 AM1008

**Status:** Active

**Date Created:** Feb 7, 2023

**Applicant**

JAMES CARBONE  
jimmypotsandpans@gmail.com  
29 Rutherford ave  
Haverhill, MA 01830  
9173868357

**Primary Location**

2 MERRIMACK ST  
Haverhill, MA 1830

**Owner:**

Harbor Place  
2 merrimack street haverhill, ma 01830

**Organization Information**

**Organization**

CiderFeast New England/ James Carbone

**Organization Address**

Washington Square #1866

**Organization State**

MA

**Is the Organization Tax Exempt?**

No

**Is the Organization a House of Worship?**

No

**Organization Phone**

917 386 8357

**Organization City**

Haverhill

**Organization Zip**

01831

**Is the Organization Non-Profit?**

No

**Contact Information**

**Contact Name**

James Carbone

**Contact Phone**

917 386 8357

**Contact Address**

Washington Square #1866

**Contact State**

MA

**Contact Title**

event producer

**Contact Email**

jimmypotsandpans@gmail.com

**Contact City**

Haverhill

**Contact Zip**

01831

**Property Owner Information**

**Property Owner Name**

**Property Owner Phone**

Harbor Place

617 7190893

**Property Owner Address**

2 Merrimack Street , office

**Property Owner City**

Haverhill

**Property Owner State**

MA

**Property Owner Zip**

01830

**Is the Applicant the Property Owner?**

No

**Event Information**

**Type of Event**

Festival

**Event Date**

06/22/2023

**Event Location**

Harbor Place courtyard and boardwalk

**is the Event on Bradford Common?**

No

**Is the Event on City Property?**

Yes

**Event Venue**

Outdoor

**Number of Anticipated Attendees**

150

**Are You Requesting Fees Be Waived?**

No

**Event End Time**

8:30pm

**Event Start Time**

5:00pm

**Special Considerations (i.e. fireworks)**

NA

**Description of event**

hard cider tasting event with food

**Parking Information**

**Number of Parking Spaces Onsite**

0

**Have Off-site Parking Arrangements Been Made?**

Yes

**IF YES, Please Provide Details of Offsite Arrangements**

parking deck on Merrimack Street

**Are There Charges/Fees for Parking?**

No

**Sanitation Information**

**Number of Public Restrooms Available**

5

**Type of Toilets**

Portable

**Please Describe Plans for Solid Waste Disposal & Recycling**

Harbor Place carting service

## General Release & Indemnity Agreement

Yes



## Terms of Understanding

Yes



## Attachments



indemnify 2023 (1).PDF

Uploaded by JAMES CARBONE on Feb 7, 2023 at 3:29 pm



harbor place permission 23.PDF

Uploaded by JAMES CARBONE on Feb 7, 2023 at 2:50 pm



GL\_ACORD\_CityofHaverhill\_02\_13\_2023\_P100259182-820126492756 (1).PDF

Uploaded by JAMES CARBONE on Feb 13, 2023 at 6:30 pm













EVNT-23-4.pdf

Uploaded by Kevin Lynch on Feb 22, 2023 at 9:58 am

## History

Date	Activity
Jan 30, 2023 at 9:19 pm	JAMES CARBONE started a draft of Record EVNT-23-4
Jan 30, 2023 at 9:20 pm	JAMES CARBONE altered Record EVNT-23-4, changed ownerCity from "" to "haverhill"
Jan 30, 2023 at 9:20 pm	JAMES CARBONE altered Record EVNT-23-4, changed ownerName from "" to "Harbor Place"
Jan 30, 2023 at 9:20 pm	JAMES CARBONE altered Record EVNT-23-4, changed ownerPhoneNo from "" to "6177190893"
Jan 30, 2023 at 9:20 pm	JAMES CARBONE altered Record EVNT-23-4, changed ownerPostalCode from "" to "01830"
Jan 30, 2023 at 9:20 pm	JAMES CARBONE altered Record EVNT-23-4, changed ownerState from "" to "ma"
Jan 30, 2023 at 9:20 pm	JAMES CARBONE altered Record EVNT-23-4, changed ownerStreetName from "" to "merrimack street"
Jan 30, 2023 at 9:20 pm	JAMES CARBONE altered Record EVNT-23-4, changed ownerStreetNo from "" to "2"
Jan 30, 2023 at 9:20 pm	JAMES CARBONE altered Record EVNT-23-4, changed ownerUnit from "" to "office"
Feb 7, 2023 at 3:29 pm	JAMES CARBONE submitted Record EVNT-23-4
Feb 7, 2023 at 3:30 pm	completed payment step Event Permit Payment on Record EVNT-23-4
Feb 7, 2023 at 3:30 pm	approval step City Clerk Approval was assigned to Kaitlin Wright on Record EVNT-23-4
Feb 8, 2023 at 3:04 pm	Kaitlin Wright approved approval step City Clerk Approval on Record EVNT-23-4
Feb 8, 2023 at 3:04 pm	approval step Fire Chief Approval was assigned to Robert O'Brien on Record EVNT-23-4
Feb 8, 2023 at 3:04 pm	approval step Police Department Approval was assigned to Kevin Lynch on Record EVNT-23-4
Feb 8, 2023 at 3:04 pm	approval step Health Inspector Approval was assigned to Miguel Nieto on Record EVNT-23-4
Feb 8, 2023 at 3:04 pm	approval step Public Works Director Approval was assigned to Robert Ward on Record EVNT-23-4
Feb 8, 2023 at 3:04 pm	approval step Building Inspector Approval was assigned to Tom Bridgewater on Record EVNT-23-4
Feb 22, 2023 at 9:58 am	Kevin Lynch added attachment EVNT-23-4.pdf to Record EVNT-23-4
Feb 22, 2023 at 9:59 am	Kevin Lynch approved approval step Police Department Approval on Record EVNT-23-4

## Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Event Permit Payment	Paid	Feb 7, 2023 at 3:29 pm	Feb 7, 2023 at 3:30 pm	-	-
 City Clerk Approval	Complete	Feb 7, 2023 at 3:30 pm	Feb 8, 2023 at 3:04 pm	Kaitlin Wright	-
 Police Department Approval	Complete	Feb 8, 2023 at 3:04 pm	Feb 22, 2023 at 9:59 am	Kevin Lynch	-
 Building Inspector Approval	Active	Feb 8, 2023 at 3:04 pm	-	Tom Bridgewater	-
 Fire Chief Approval	Active	Feb 8, 2023 at 3:04 pm	-	Robert O'Brien	-
 Health Inspector Approval	Active	Feb 8, 2023 at 3:04 pm	-	Miguel Nieto	-
 Public Works Director Approval	Active	Feb 8, 2023 at 3:04 pm	-	Robert Ward	-
 Recreational Director Approval	Active	Feb 8, 2023 at 3:04 pm	-	-	-
 City Council Approval	Inactive	-	-	-	-
 Event Permit Issued	Inactive	-	-	-	-

**Recreational Director Approval**

In Progress

**City Council Approval**

Review

**Event Permit Issued**

Document

**Police Department Approval****Complete** ▾

Complete

Assignee

Kevin Lynch

Due date

None

**Kevin Lynch**

Remove Comment • Feb 13, 2023 at 2:28 pm

Insurance Policy has expired, please upload new policy.

**JAMES CARBONE**

Remove Comment • Feb 13, 2023 at 6:24 pm

thanks for pointing that out, i'm uploading the current insurance for this year.

**Kevin Lynch**

Remove Comment • Feb 22, 2023 at 9:59 am

Approval with new updated Liability Insurance as currant one expires May 12, 2023, and event is June 22, 2023.

One police detail required.





**Kevin Lynch**

Remove Comment • Feb 22, 2023 at 9:59 am

One police detail required.

---

This step was assigned to Kevin Lynch - Feb 8, 2023 at 3:04 pm  
Kevin Lynch approved this step - Feb 22, 2023 at 9:59 am

---



City of Haverhill, MA

12.4.3

02/23/2023

LCDL-23-5

Alcohol - One-Day License

**Status:** Active**Date Created:** Feb 17, 2023**Applicant**

JAMES CARBONE  
 jimmypotsandpans@gmail.com  
 29 Rutherford ave  
 Haverhill, MA 01830  
 9173868357

**Primary Location**

2 MERRIMACK ST  
 Haverhill, MA 1830

HAY CITY CLK FEB 23/23 AM 10:11

**Applicant Information****Applicant Role in the Event**

Event Host (i.e. bride, parent, relative)

**Birth Date**

08/17/1965

**Is the Event Sponsored?**

yes

**Event Sponsor Information****Sponsor Business/Organization Name**

Cider Feast

**Sponsor Business/Organization Address**

Washington Square # 1866

**Sponsor Business/Organization City**

Haverhill

**Sponsor Business/Organization State**

MA

**Sponsor Business/Organization Zip**

01830

**Sponsor Business/Organization Phone**

9173868357

**Sponsor Financial Status**

Business - For Profit

**Sponsor Main Contact**

James Carbone

**Main Contact's Name**

James Carbone

**Main Contact's Social Security #**

025425680

**Main Contact's Address**

29 Rutherford Ave

**Main Contact's City**

Haverhill

**Main Contact's State**

MA

**Main Contact's Zip**

01830

**Main Contact's Phone**

9173868357

**Main Contact's Email**

jimmypotsandpans@gmail.com

**Event Information****Type of License Being Requested****Event Date**

Beer &amp; Wine

06/22/2023

**Event Start Time**

5:30pm

**Event End Time**

8:30PM

**Event Location**

2 Merrimack Street

**Event Purpose**

Hard Cider Tasting

**Will there Be Music or Entertainment?**

No

**Will the Event be Catered?**

Yes

**Name of Caterer**

Barrio Restaurant, and other Haverhill Restaurants

**Will Food be Provided in Another Way?**

No

**Expected Number of Adults Attending**

150

**Expected Number of Children Attending**

0

**Is an Entrance Fee/Donation Required?**

Yes

**Type of Attendees**

Public

**Will the Event Be on City Property?**

Yes

---

**Liquor Information****Name of Liquor Wholesaler**

Ruby Wine Dustributors

**Name of Person Serving the Alcohol**

James Carbone

**Is This a Cash Bar?**

No

---

**Agreement & Signature**

Yes



---

**Office Use Only****Expiration Date**






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**Conditions or Restrictions**

--

---









**Attachments**

-  James Carbone tips cert.pdf  
Uploaded by Jennifer Sanchez on Feb 17, 2023 at 9:37 am
-  j c liquor liability.pdf  
Uploaded by Jennifer Sanchez on Feb 17, 2023 at 9:37 am
-  June 22 2023 paper application.pdf  
Uploaded by Jennifer Sanchez on Feb 17, 2023 at 9:40 am
-  One Day 06-22.pdf  
Uploaded by Kevin Lynch on Feb 22, 2023 at 9:57 am
-  NoticeofConditionalRenewalofInsurancePolicy-838376788156 (2).PDF  
Uploaded by Jennifer Sanchez on Feb 22, 2023 at 10:17 am

## History

Date	Activity
Feb 17, 2023 at 9:32 am	Jennifer Sanchez started a draft of Record LCDL-23-5
Feb 17, 2023 at 9:40 am	Jennifer Sanchez added attachment June 22 2023 paper application.pdf to Record LCDL-23-5
Feb 17, 2023 at 9:40 am	Jennifer Sanchez submitted Record LCDL-23-5
Feb 17, 2023 at 9:41 am	completed payment step 1-Day License Fee Payment on Record LCDL-23-5
Feb 17, 2023 at 9:41 am	approval step Licensing Clerk Review was assigned to Jennifer Sanchez on Record LCDL-23-5
Feb 17, 2023 at 9:41 am	Jennifer Sanchez assigned approval step Police Department Approval to Kevin Lynch on Record LCDL-23-5
Feb 17, 2023 at 9:41 am	Jennifer Sanchez assigned approval step City Council Approval to Laurie Brown on Record LCDL-23-5
Feb 17, 2023 at 9:42 am	Jennifer Sanchez assigned approval step License Commission Approval to Jennifer Sanchez on Record LCDL-23-5
Feb 17, 2023 at 9:42 am	Jennifer Sanchez assigned approval step License Commission Clerk Approval to Jennifer Sanchez on Record LCDL-23-5
Feb 21, 2023 at 3:57 pm	Jennifer Sanchez approved approval step Licensing Clerk Review on Record LCDL-23-5
Feb 22, 2023 at 9:57 am	Kevin Lynch added attachment One Day 06-22.pdf to Record LCDL-23-5
Feb 22, 2023 at 9:57 am	Kevin Lynch approved approval step Police Department Approval on Record LCDL-23-5
Feb 22, 2023 at 10:17 am	Jennifer Sanchez added attachment NoticeofConditionalRenewalofInsurancePolicy-838376788156 (2).PDF to Record LCDL-23-5
Feb 22, 2023 at 12:03 pm	Jennifer Sanchez assigned approval step City Council Approval to Maria Bevilacqua on Record LCDL-23-5

## Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 1-Day License Fee Payment	Paid	Feb 17, 2023 at 9:40 am	Feb 17, 2023 at 9:41 am	-	-
 Licensing Clerk Review	Complete	Feb 17, 2023 at 9:41 am	Feb 21, 2023 at 3:57 pm	Jennifer Sanchez	-
 Police Department Approval	Complete	Feb 21, 2023 at 3:57 pm	Feb 22, 2023 at 9:57 am	Kevin Lynch	-
 City Council Approval	Active	Feb 22, 2023 at 9:57 am	-	Maria Bevilacqua	-
 Mayor Approval	Inactive	-	-	-	-
 License Commission Approval	Inactive	-	-	Jennifer Sanchez	-
 License Commission Clerk Approval	Inactive	-	-	Jennifer Sanchez	-
 1-Day Liquor License	Inactive	-	-	-	-

**1-Day Liquor License**

Document

**Police Department Approval**

Complete

Assignee

(  ) Kevin Lynch

Due date



None

**Kevin Lynch**

Feb 22, 2023 at 9:57 am

Approval with new updated Liability Insurance as currant one expires May 12, 2023, and event is June 22, 2023.

**Jennifer Sanchez**

Feb 22, 2023 at 10:18 am

I added the conditional renewal

Jennifer Sanchez assigned this step to Kevin Lynch - Feb 17, 2023 at 9:41 am  
Kevin Lynch approved this step - Feb 22, 2023 at 9:57 am

12.8.6.1

Taxi Driver License · Add to a project



Expiration Date

Active



TDL-23-2

HAV CITY CLERK FEB23/23 PM 9:27

**Details**

Submitted on Jan 6, 2023 at 11:05 pm

**Attachments**

0 files

**Activity Feed**

Latest activity on Feb 22, 2023

**Applicant**

Kasey Gordon

0

**Location**

21 WHITE ST, Haverhill, MA 1830

**Timeline**

Add New ▾

**Police Fee**

Paid Jan 6, 2023 at 11:07 pm

**Annual License Fee**

Paid Feb 9, 2023 at 3:35 pm

**Police Department Approval**

Completed Feb 22, 2023 at 1:34 pm

**City Clerk Review**

In Progress

**Taxi Driver License**

Document

**Application Form**

Assignee

 Kevin Lynch

Due date

 None



Kevin Lynch

Remove Comment • Feb 22, 2023 at 1:34 pm

Approved.

---

This step was assigned to Kevin Lynch - Feb 9, 2023 at 3:35 pm  
Kevin Lynch approved this step - Feb 22, 2023 at 1:34 pm

 Social Security Number \*

MA Driver's license \*

[REDACTED]

Applicant Home Address \*

136 Winter St

Business Address Street \*

21 White St

Business Address City \*

Haverhill

Business Address City \*

Haverhill

Business Address Zipcode \*

01830

Business Phone \*

9783733511



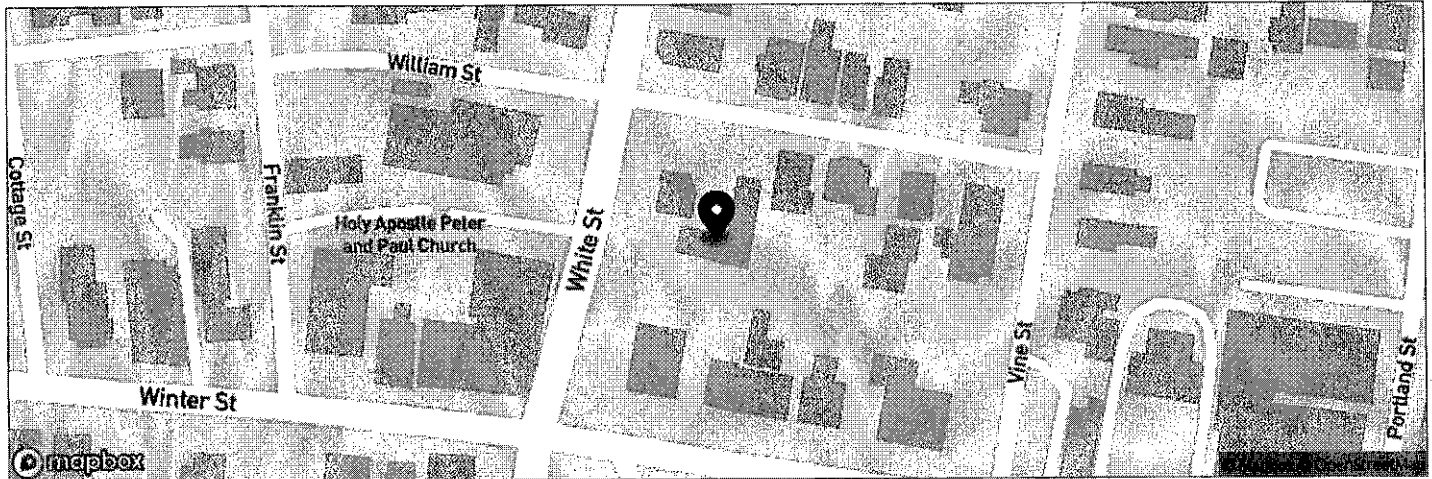
**PRIMARY LOCATION**

The main location associated with this record.

**21 WHITE ST**

Haverhill, MA 1830

108-15-8

[View Location](#)**Property Owner Information** (for this record)

Name

HOUSE BRIAN J

Email Address

--

Phone Number

9783733511

Address

17 WHITE STREET  
HAVERHILL, MA 01830-5701

Kasey Gordon started a draft of Record TDL-23-2	Jan 6, 2023 at 10:59 pm
Kasey Gordon altered Record TDL-23-2, changed ownerPhoneNo from "" to "9783733511"	Jan 6, 2023 at 11:02 pm
Kasey Gordon submitted Record TDL-23-2	Jan 6, 2023 at 11:05 pm
completed payment step Police Fee on Record TDL-23-2	Jan 6, 2023 at 11:07 pm
completed payment step Annual License Fee on Record TDL-23-2	Feb 9, 2023 at 3:35 pm
approval step Police Department Approval was assigned to Kevin Lynch on Record TDL-23-2	Feb 9, 2023 at 3:35 pm
Kevin Lynch approved approval step Police Department Approval on Record TDL-23-2	Feb 22, 2023 at 1:34 pm
inspection step City Clerk Review was assigned to Maria Bevilacqua on Record TDL-23-2	Feb 22, 2023 at 1:35 pm

12,862

Taxi Driver License · Add to a project



Expiration Date

Active



TDL-23-12

HAU CITY CLERK FEB23/23 AM 9:41

**Details**

Submitted on Feb 9, 2023 at 10:30 am

**Attachments**

2 files

**Activity Feed**

Latest activity on Feb 22, 2023

**Applicant**

Rachael Trongeau

0

**Location**

52 NEWCOMB ST, Haverhill, MA 1830

**Timeline**

Add New ▾

**Police Fee**

Paid Feb 9, 2023 at 10:44 am

**Annual License Fee**

Paid Feb 9, 2023 at 3:13 pm

**Police Department Approval**

Completed Feb 22, 2023 at 1:36 pm

**City Clerk Review**

In Progress

**Taxi Driver License**

Document

**Application Form**

🔒 Social Security Number \*

MA Driver's license \*

Applicant Home Address \*

52 Newcomb Street

Business Address Street \*

17-21 White Street

Business Address City \*

Haverhill

Business Address City \*

Haverhill

Business Address Zipcode \*

01830

Business Phone \*

9783733511



**Rachael Trongeau**

---

**Email Address**

rachaeltrongeau@gmail.com (mailto:rachaeltrongeau@gmail.com)

**Phone Number**

9783278511

**Address**

52 Newcomb Street 3, Haverhill, MA 01830

---

## Guests

Other users that have the ability to add attachments, request inspections, and pay fees on this record.

**Guest's Email**

---

**No guests with access to this record yet**

---

Rachael Trongeau started a draft of Record TDL-23-12	Feb 9, 2023 at 10:21 am
Rachael Trongeau altered Record TDL-23-12, changed ownerPhoneNo from "" to "9783721283"	Feb 9, 2023 at 10:25 am
Rachael Trongeau added attachment IMG_5114.HEIC to Record TDL-23-12	Feb 9, 2023 at 10:29 am
Rachael Trongeau submitted Record TDL-23-12	Feb 9, 2023 at 10:30 am
completed payment step Police Fee on Record TDL-23-12	Feb 9, 2023 at 10:44 am
completed payment step Annual License Fee on Record TDL-23-12	Feb 9, 2023 at 3:13 pm
approval step Police Department Approval was assigned to Kevin Lynch on Record TDL-23-12	Feb 9, 2023 at 3:13 pm
Kevin Lynch approved approval step Police Department Approval on Record TDL-23-12	Feb 22, 2023 at 1:36 pm
inspection step City Clerk Review was assigned to Maria Bevilacqua on Record TDL-23-12	Feb 22, 2023 at 1:36 pm

Assignee

 Kevin Lynch

Due date

 None



Kevin Lynch

Remove Comment • Feb 22, 2023 at 1:36 pm

Approved.

approval step Police Department Approval was assigned to Kevin Lynch on Record TDL-23-12 - Feb 9, 2023 at 3:13 pm  
Kevin Lynch approved approval step Police Department Approval on Record TDL-23-12 - Feb 22, 2023 at 1:36 pm

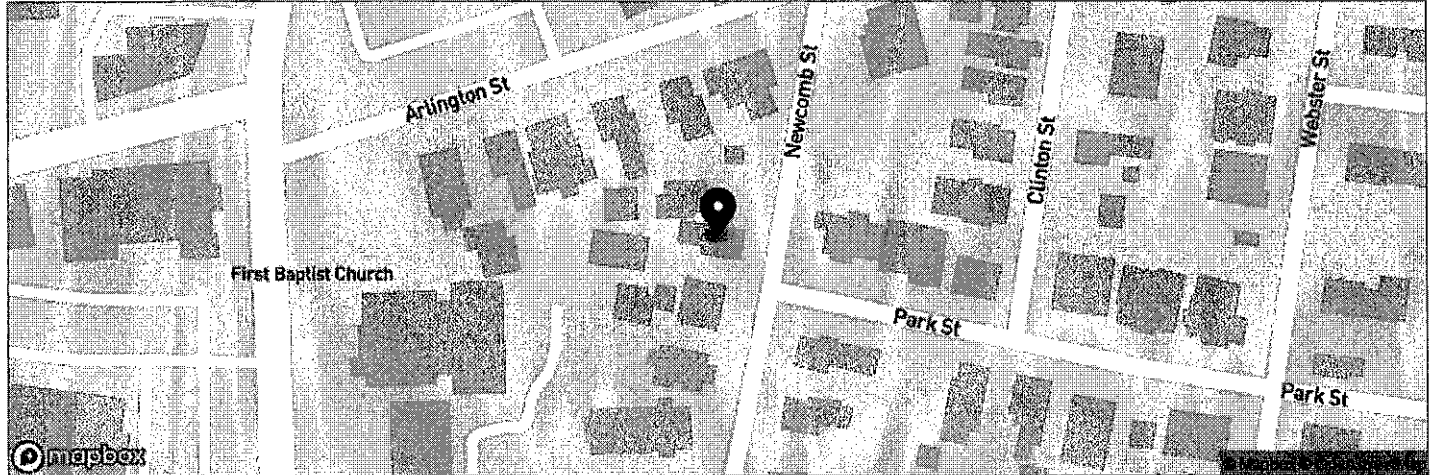
**PRIMARY LOCATION**

The main location associated with this record.

**52 NEWCOMB ST**

Haverhill, MA 1830

202-38-11

[View Location](#)**Property Owner Information (for this record)**

Name

BLUM LEONARD

Email Address

--

Phone Number

9783721283

Address

45 NEWCOMB ST  
HAVERHILL, MA 1830



12.8.6.3

Taxi Driver License · Add to a project

**Expiration Date****Active****TDL-23-14**

Haverhill City Clerk Feb 22, 2023 9:05:55

**Details**

Submitted on Feb 9, 2023 at 2:37 pm

**Attachments**

1 file

**Activity Feed**

Latest activity on Feb 22, 2023

**Applicant**

Lynette Sylvester

0

**Location**

21 WHITE ST, Haverhill, MA 1830

**Timeline****Add New** ▾**Police Fee**

Paid Feb 9, 2023 at 2:38 pm

**Annual License Fee**

Paid Feb 9, 2023 at 2:40 pm

**Police Department Approval**

Completed Feb 22, 2023 at 1:35 pm

**City Clerk Review**

In Progress

**Taxi Driver License**

Document

**Application Form**

🔒 Social Security Number \*

MA Driver's license \*

██████████

Applicant Home Address \*

21 Observatory Ave #3  
Haverhill MA 01832

Business Address Street \*

21 White St Haverhill MA 01830

Business Address City \*

21 White St Haverhill MA 01830

Business Address City \*

21 White St Haverhill MA 01832

Business Address Zipcode \*

01830

Business Phone \*

9783733511

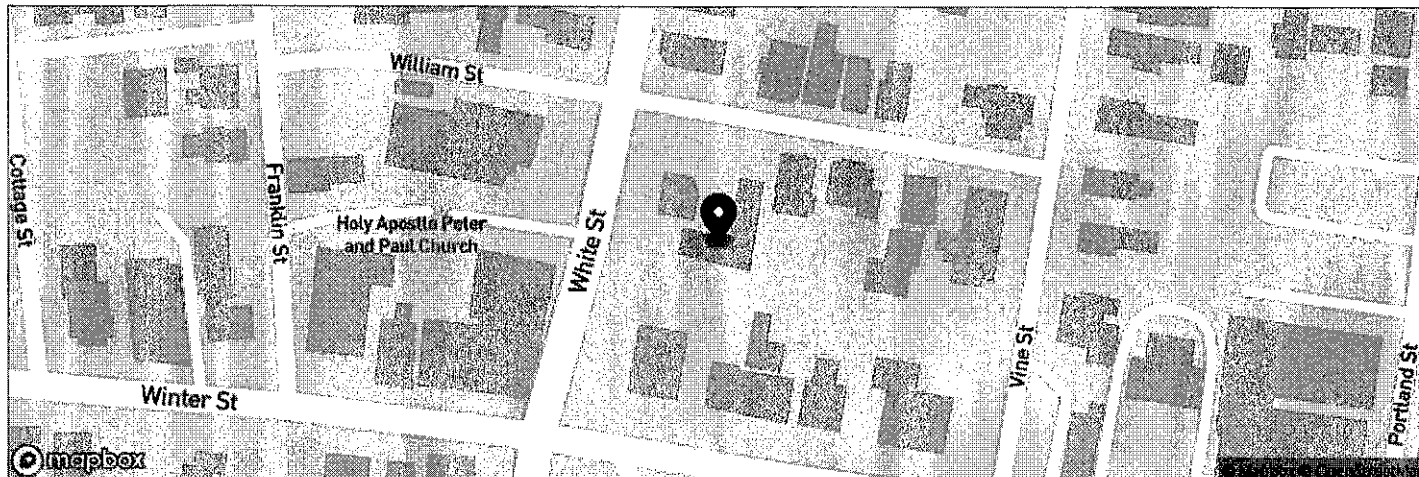
**PRIMARY LOCATION**

The main location associated with this record.

**21 WHITE ST**

Haverhill, MA 1830

108-15-8

[View Location](#)**Property Owner Information (for this record)**

Name

HOUSE BRIAN J

Email Address

--

Phone Number

--

Address

21 WHITE STREET  
HAVERHILL, MA 01830-5701



**Lynette Sylvester**

---

**Email Address**

lynettesylvester26@gmail.com (mailto:lynettesylvester26@gmail.com)

**Phone Number**

6038202326

**Address**

21 Observatory Ave 3, Haverhill, MA 01832

---

**Guests**

Other users that have the ability to add attachments, request inspections, and pay fees on this record.

**Guest's Email**

Enter guest's email here...

**Grant Access**

---

**No guests with access to this record yet**

Assignee

 Kevin Lynch

Due date

 None



Kevin Lynch

Remove Comment • Feb 22, 2023 at 1:35 pm

Approved.

---

---

Lynette Sylvester started a draft of Record TDL-23-14	Feb 8, 2023 at 6:09 pm
Lynette Sylvester altered Record TDL-23-14, changed ownerStreetNo from "17" to "21"	Feb 8, 2023 at 6:19 pm
Lynette Sylvester submitted Record TDL-23-14	Feb 9, 2023 at 2:37 pm
completed payment step Police Fee on Record TDL-23-14	Feb 9, 2023 at 2:38 pm
completed payment step Annual License Fee on Record TDL-23-14	Feb 9, 2023 at 2:40 pm
approval step Police Department Approval was assigned to Kevin Lynch on Record TDL-23-14	Feb 9, 2023 at 2:40 pm
Kevin Lynch approved approval step Police Department Approval on Record TDL-23-14	Feb 22, 2023 at 1:35 pm
inspection step City Clerk Review was assigned to Maria Bevilacqua on Record TDL-23-14	Feb 22, 2023 at 1:35 pm

**CITY COUNCIL**

**Timothy J. Jordan**  
President

**John A. Michitson**  
Vice President

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohey**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

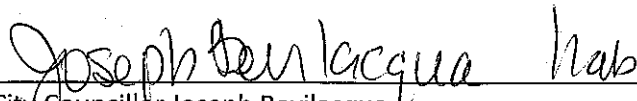
1511  
CITY HALL, ROOM 204  
4 SUMMER STREET  
TELEPHONE: 978-374-2328  
FACSIMILE: 978-374-2329  
[WWW.CITYOFHAVERHILL.COM](http://WWW.CITYOFHAVERHILL.COM)  
[CITYCNCL@CITYOFHAVERHILL.COM](mailto:CITYCNCL@CITYOFHAVERHILL.COM)

HAVERHILL, MASSACHUSETTS 01830-5843

February 21, 2023

To: President and Members of the City Council

Councillor Bevilacqua wishes to recognize Irish American Heritage Month and the contributions of the Irish American people to our Country, State, and City.

  
City Councillor Joseph Bevilacqua

(meeting 2.28.2023)

15.2

**CITY COUNCIL**

**Timothy J. Jordan**  
President

**John A. Michitson**  
Vice President

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohey**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

HAVERHILL CITY CLERK FEB 21 23 PM 2:36

CITY HALL, ROOM 204

4 SUMMER STREET

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329

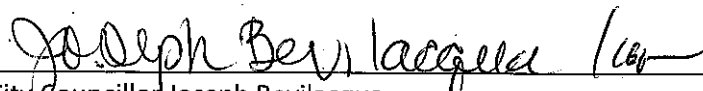
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[CITYCNCL@CITYOFHAVERHILL.COM](mailto:CITYCNCL@CITYOFHAVERHILL.COM)

February 21, 2023

To: President and Members of the City Council

Councillor Bevilacqua wishes to recognize Women's History month commemorating the role of women in American History and the contributions Women have made to our Country, State, and City.

  
City Councillor Joseph Bevilacqua

(meeting 2.28.2023)



**CITY COUNCIL**

**Timothy J. Jordan**

President

**John A. Michitson**

Vice President

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

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**Michael S. McGonagle**

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**Shaun P. Toohey**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

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4 SUMMER STREET

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[CITYCNCL@CITYOFHAVERHILL.COM](mailto:CITYCNCL@CITYOFHAVERHILL.COM)

HAVERHILL CITY CLERK FEB 23 2023 09:10:30

February 23, 2023

To: Kaitlin Wright  
City Clerk

Re: **2023 City Council Meeting Schedule - REVISED**

Dear Ms. Wright:

Notice is hereby given of the following changes to the City Council Meeting Schedule:

Cancelled Meetings: April 18, 2023.  
June 6, 2023

Added Meetings: April 11, 2023  
June 13, 2023

The meetings shall be held in the Theodore A. Pelosi Jr. City Council Chambers, Room 202, City Hall, 4 Summer Street, Haverhill. The complete 2023 Revised City Council Meeting schedule is attached.

Sincerely,

Timothy J. Jordan, President  
Haverhill City Council

TJJ/lab

Attachment: 2023 City Council Meeting Schedule - REVISED

## CITY COUNCIL

**Timothy J. Jordan**

*President*

**John A. Michitson**

*Vice President*

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohey**



CITY HALL, ROOM 204

4 SUMMER STREET

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## CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

**\*REVISED\***

### CITY COUNCIL MEETING SCHEDULE CALENDAR YEAR 2023

**7:00 PM Council Chambers Room 202**

JANUARY 10, 24, 31

FEBRUARY 7, 14, 28

MARCH 7, 14, 21, 28

APRIL 4, 11, 25

MAY 2, 9, 16, 23

JUNE 13, 27

JULY 11, 25

AUGUST 8, 22

SEPTEMBER 12, 19, 26

OCTOBER 3, 17, 24, 31

NOVEMBER 14, 28

\*November 7 election day

DECEMBER 5, 12, 19

\*Revised February 2023

**CITY COUNCIL****Timothy J. Jordan**

President

**John A. Michitson**

Vice President

**Melinda E. Barrett****Joseph J. Bevilacqua****Thomas J. Sullivan****Melissa J. Lewandowski****Michael S. McGonagle****Catherine P. Rogers****Shaun P. Toohey****CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

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CITYCLERK@CITYOFHAVERHILL.COM

HAVERHILL CITY CLERK JAMES J. JAWORSKI

January 26, 2023

To: President and Members of the City Council:

Councillor Lewandowski wishes to introduce Matthew Juros, formerly Fishbook Design Studio on Wingate Street, about changes in his design studio and maintaining connection to the Merrimack Valley.

Councillor Melissa J. Lewandowski

IN CITY COUNCIL: February 7 2023

CONTINUED TO FEBRUARY 28 2023

Attest:

\_\_\_\_\_  
City Clerk

119-B



DOCUMENT 119-B

see doc 119

# CITY OF HAVERHILL (8 octavo pages)

In Municipal Council October 18 2022

~~ORDERED:~~

MUNICIPAL ORDINANCE

CHAPTER

16.1.1.1

## 8.1 ACCESSORY DWELLING UNIT (ADU)

### 8.1.1 Purpose.

The purpose of this Section is:

1. To encourage the efficient use of the city's housing supply while preserving the character of the city's neighborhoods;
2. To increase the supply of housing and the diversity of housing options, in response to demographic changes such as smaller households and older households;
3. To develop housing units on single-family residential properties that are appropriate for households at a variety of stages in life; and
4. To add affordable rental units to the housing stock to meet the needs of smaller households and make housing units available to households who might otherwise have difficulty finding housing.

### 8.1.2 Permitting Requirements.

1. All applications for an ADU, including those allowed "by right," shall begin with an application for an Accessory Dwelling unit to be available from the Department of Inspectional Services.
2. An ADU located completely within the existing footprint of a principal dwelling with **not more than four units** shall be permitted as a by right use accessory with no special permit required.
3. All ADUs allowed by right must still meet all requirements of the state building code and must have an occupancy permit issued by the Department of Inspectional Services.
4. An Affordable ADU in an existing building that is not currently used as a dwelling but is designed to be accessory to the principal structure, such as a garage, barn, or carriage house, shall be permitted as a by right use accessory with no special permit required.
5. An ADU that that is created by adding gross floor area to the principal dwelling that can be accomplished in compliance with all setback and yard requirements shall require the issuance of a special permit by the Board of Appeals.
6. An ADU in a detached building on a single-family lot or multi-family lot that does not meet the requirement of Section 8.1.6.2 shall require the issuance of a special permit by the Board of Appeals in compliance with the provisions of this Section.
  - a. An ADU constructed within a new detached accessory building shall not be eligible for zoning dimensional relief by variance.
  - b. Adding gross floor area to a detached ADU shall not be eligible for zoning dimensional relief by variance.
7. All Affordable ADUs shall be allowed as of right as set forth in Section 8.1.6, below.

For Council Hearing November 29 2022

### 119-B 8.1.3 Application.

The application for a building permit and/or occupancy permit for an ADU or an application for a special permit for an ADU shall include a site plan, the floor plan of the principal dwelling, and a floor plan of the proposed ADU.

1. When the creation of an ADU requires the alteration of the exterior of a structure, the application shall include elevation plans showing the sides of the building affected by the construction both prior to and after completion of construction.
2. The site plan shall, at a minimum, show the footprint of all existing dwellings and structures, the location of parking and driveways demonstrating that parking is sufficient for all users, the square footage of the existing dwelling, the square footage of the ADU, and the location and design of all ingress and egress from the ADU. The site plan must be prepared and stamped by a registered land surveyor.
3. By filing the application for a Building Permit for an ADU, all owners consent to an inspection without a warrant upon reasonable notice by the Building Commissioner to ensure compliance with all terms of this Section.
4. The Building Commissioner shall issue a cease and desist order on any work in progress or on the use of any premises, either of which are in violation of the provisions of this Section.

### 8.1.4 General Conditions and Requirements for all Accessory Dwelling Units.

1. The owner of the lot on which the ADU is created must continue to occupy either the principal dwelling unit or the ADU, except for temporary absences of up to six months. For purposes of this subsection, the "owner" shall be one or more individuals who hold record title, or hold a majority of the beneficial interests in a trust holding title, to the lot and for whom either dwelling unit is the primary residence for voting and tax purposes.
2. There shall be no more than one ADU, either internal or detached, on any lot. ADUs shall not be eligible for zoning dimensional variances proposing to increase the number of allowable ADUs on a lot.
3. The ADU may not be sold or transferred separate and apart from the principal dwelling to which it is an accessory use. The principal dwelling and the ADU shall remain in common or single ownership and shall not be severed in ownership.
4. The ADU shall not be used for boarding and lodging or other commercial use. An ADU and the principal dwelling to which it is accessory may be rented for periods not shorter than twelve (12) months at a time and are prohibited from any use as rental units on a weekly or daily basis.

### 8.1.5 Use and Dimensional Requirements.

The Building Commissioner may issue a Building Permit authorizing the installation and use of an ADU within an existing or new owner-occupied, principal dwelling and the Board of Appeals may issue a Special Permit authorizing the installation and use of an ADU in a detached structure or addition to principal dwelling only upon the satisfaction of the following requirements:

1. The ADU shall not exceed 1200 square feet or 40% of the living space (square feet) of the size of the existing structure, whichever is less.
2. The ADU shall not contain less than 350 square feet of habitable space.

- 119-B
3. The ADU will be a complete, separate housekeeping unit containing both a kitchen and bath.
  4. The ADU installation must maintain the architectural character of the principal dwelling.
  5. One off-street parking space shall be provided for the ADU in addition to the parking required for the principal dwelling unit(s).
  6. Electricity, water, oil, heat, and gas shall be provided by a single service to both the ADU and the principal dwelling and included in the rent.
  7. The Board of Health must certify that any existing potable water and sanitary waste disposal system is adequate to support the ADU.
  8. All exterior stairways to the ADU above the first floor shall be located on the rear or side of the dwelling.
  9. The ADU shall not contain more than two (2) bedrooms.
  10. The ADU shall be clearly subordinate in use, size, and design to the principal dwelling.
  11. The ADU must be capable of being discontinued as a separate dwelling unit without demolition of any structural component of the principal dwelling.

#### 8.1.6 Affordable Accessory Dwelling Unit.

1. If the homeowner(s) wish to have an accessory dwelling unit designated as an affordable accessory dwelling unit, in addition to all other requirements of this ordinance they must also submit a letter of intent, signed by the homeowner, to the Department of Community Development. That letter of intent must certify that the rent of the Affordable ADU will be at least 30 percent below the established Fair Market Rent (FMR) limit determined by the United States Department of Housing and Urban Development (HUD). Any rent increase in excess of 30% of the FMR results in termination under 8.1.8. The Affordable ADU provision survives any change in ownership and shall require the recording of an affordability restriction at the Registry of the Deeds.
2. Any Affordable ADU, whether located in the principal structure or in a detached accessory structure, shall require the issuance of a building permit. If the accessory dwelling unit is certified by the Department of Community Development, that it meets the affordability requirements of this section and is located in either the principal structure, in an addition to a principal structure, or in an existing detached accessory structure, it shall not require the issuance of a special permit. An affordable accessory dwelling unit which is proposed in a new accessory structure shall require the issuance of a special permit. Adding gross floor area to a detached Affordable ADU shall require a special permit.
3. An ADU certified by the Department of Community Development to be an affordable accessory dwelling unit may be eligible for a special loan program which may be set up by the city to encourage the production of Affordable ADUs. To be eligible the owner of the principal unit shall maintain rents a minimum of 30% below the Fair Market Rent (FMR) as determined by HUD (under the HUD metro FMR area). To maintain eligibility the owner of the principal unit shall submit documentation on a yearly basis to the city's Department of Community Development and shall submit such other documentation as may be required by that office.

An Affordable ADU may also be eligible for the reduced tax residential taxes if allowed by home rule petition. To continue to maintain eligibility the city must certify on a yearly basis that the unit meets the requirements of affordability.

119-13

### 8.1.7 Enforcement.

It shall be the duty of the Building Commissioner to administer and enforce the provisions of this Section.

1. No building shall be constructed or changed in use or configuration without the issuance of a building permit by the Building Commissioner.
2. The construction of any ADU must be in conformity with the State Building Code and, if applicable, Title V of the State Sanitary Code and lawful under all other provisions of applicable City health, building, zoning and other local laws and regulations.
3. No ADU shall occupied unless a certificate of occupancy for such Unit has been issued by the Building Commissioner.
4. A certificate of occupancy shall not be issued unless the Building Commissioner determines that the ADU is in conformity with the provisions of this Section, any special permit issued by the Board of Appeals, and all applicable health and building codes.
5. The Building Commissioner shall refuse to issue any permit which would result in a violation of any provisions of this Section or in violation of the conditions or terms of any special permit or variance granted by the Board of Appeals.
6. The Building Permit shall be revoked upon determination by the Building Commissioner that any condition imposed by this Section has not been fulfilled.

### 8.1.8 Termination.

1. The use of the ADU shall terminate immediately upon a determination by the Building Commissioner of any violation of any term or condition of this section that the owner fails to cure, upon thirty (30) days written notice mailed to the applicant and to the occupants at the dwelling address by certified mail, return receipt requested.
2. Upon termination, the owner shall discontinue the use of the ADU as a separate dwelling unit.
3. The separate cooking facilities in the ADU shall be decommissioned.
4. Continued use of the ADU as a separate dwelling unit shall be a violation of this Section and subject to the penalties provided in the Ordinance.
5. The owner shall permit an inspection by the Building Commissioner without a warrant.

**Definitions –** These definitions would be added to Section 11.0 of the new ordinance where all definitions are housed.

**ACCESSORY DWELLING UNIT (ADU):** For the purposes of Section 8.1, the following definitions shall apply:

1. **Accessory Dwelling Unit (ADU):** An ADU is a self-contained housekeeping unit without separate utility meters containing at a minimum both a kitchen and a bath in an owner occupied one to four family owner occupied home that is either attached to the principal dwelling or in a separate structure on the same property. An ADU shall contain a minimum of 350 square feet of habitable space, but shall not exceed 1200 square feet or 40% of the living space whichever is less. The ADU installation must maintain the architectural character of the principal dwelling.



DOCUMENT

# CITY OF HAVERHILL

In Municipal Council

~~ORDERED~~


MUNICIPAL ORDINANCE

CHAPTER

AN ORDINANCE RELATING TO: ACCESSORY DWELLING UNIT (ADU)

Since this Ordinance exceeds in length eight octavo pages of ordinary book print, in lieu of advertising, it is published by the City Council in a municipal bulletin, placed on file in the City Clerk's Office and posted on the municipal bulletin in City Hall.

PLACED ON FILE for at least 10 days  
Attest:

  
\_\_\_\_\_  
City Clerk



Do NOT copy

4 Summer Street  
Haverhill, MA 01830  
Phone: (978) 374-2312  
Fax: (978) 373-8490

8 - octavo pages  
ordinance re: ADOU

# Fax

To: KATIE - GAZETTE	From: MARTA BEVILACQUA City Clerk's Office
Fax: 978-685-2432	Date: OCT 17 2022
Phone: 978-946-2157	Pages: 2
re: Legal AD - <sup>ordnance!</sup> Accessory dwelling unit	CC:
<input type="checkbox"/> Urgent	<input checked="" type="checkbox"/> For Review
	<input type="checkbox"/> Please Comment
	<input type="checkbox"/> Please Reply
	<input type="checkbox"/> Please Recycle

Hi Katie -  
please run on the  
matters Gazette.  
Thanks! Maria  
978-420-3624

- 119-B
2. **ATTACHED ACCESSORY DWELLING UNIT:** An ADU created by adding gross floor area to the principal dwelling after the adoption of this ordinance.
  3. **EXISTING DETACHED ACCESSORY BUILDING:** A detached accessory building that is existing as of the effective date of this ordinance but not occupied as a dwelling unit, that has a foundation, and is a minimum of 350 square feet. Examples are existing garages, barns, and carriage houses.
  4. **EXPANDED DETACHED ACCESSORY BUILDING:** An existing detached accessory building that is expanded after the effective date of this ordinance.
  5. **Affordable Accessory Dwelling Unit:** A accessory dwelling unit with a maximum rent at a minimum of 30 percent below the United States Department of Housing and Urban Development (HUD) fair market rent limit for Haverhill, with its own sleeping, cooking and sanitary facilities, located either in a detached accessory building, or within or attached to a principal dwelling and subordinate in size to the principal unit(s), separated from it in a manner which maintains the appearance of the principal unit(s), and allowed pursuant to this ordinance.
  6. **New detached accessory building:** A detached accessory building that is not existing as of the effective date of this ordinance.
  7. **Principal dwelling unit:** A dwelling unit that is permitted as a principal residential use under the zoning code for the city of Haverhill. By way of example a single-family home shall comprise of one principal dwelling unit, whereas a two-family home shall comprise of two principal dwelling units. An accessory dwelling unit shall not be considered a principal dwelling unit.

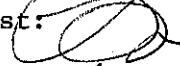
- a. The term "by right" for purposes of this ordinances means that no special permit or departmental review is required. All "by right" units must meet all requirements of the State building code and all other applicable codes and must receive an occupancy permit from the Inspectional Services Department and all other required permits from the fire department and inspectional services department.

PLACED ON FILE for at least 10 days

Attest:  City Clerk

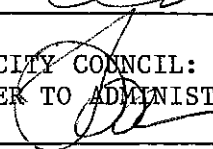
IN CITY COUNCIL: November 29 2022

POSTPONED TO DECEMBER 6 2022

Attest:  City Clerk

IN CITY COUNCIL: December 6 2022

REFER TO ADMINISTRATION AND FINANCE COMMITTEE

 City Clerk



11/9/2022

Haverhill

11/11

Economic Development and Planning  
Phone: 978-374-2330 Fax: 978-374-2315  
wpillsbury@cityofhaverhill.com

November 22, 2022

TO: City Council President Timothy Jordan and members of the Haverhill City Council

FROM: William Pillsbury, Jr. Economic Development and Planning Director

**SUBJECT: Zoning amendment- Accessory Dwelling units (ADU's)**

This is a request is to change language standards and requirements for the establishment of an Accessory Dwelling Unit (ADU'S) in the city.

The Planning board held a public hearing on November 9,2022 and made a conditional favorable recommendation for the city council to approve the proposed amendment.

The proposed ordinance changes have been reviewed by the mayors advisory group on housing and is the result of their work. The purpose of the amendment is to make the process easier to establish an accessory unit and to allow them to be larger than in current zoning. We have received comments from the city departments, and they are in your packages. We also received comments from City Councilor Melinda Barrett recommending additional changes/revisions and I recommend we incorporate her concerns and ask the mayors housing group and the building inspector to consider these prior to the council hearing.

**Recommendation: Approve the proposed zoning amendment with consideration of Councilor Barrett's and planning board recommendations.**



# Haverhill

Economic Development and Planning  
Phone: 978-374-2330 Fax: 978-374-2315

November 10, 2022

City Council President Timothy J. Jordan  
& City Councilors  
City of Haverhill

**RE: Zoning Amendment – Accessory Dwelling Units (ADU) section 8.1 of the zoning code**

Members Present: Member Robert Driscoll  
Member Bobby Brown  
Member Carmine Garcia  
Member Karen Buckley  
Chairman Paul Howard  
Member April DerBoghosian, Esq.  
Member Nate Robertson  
Member William Evans  
Member Ismael Matias

Members Absent: None

Also Present: William Pillsbury, Jr., Director of Economic Development and Planning  
Lori Robertson, Head Clerk

Dear City Council President and Councilors:

Please note at the November 9, 2022, Planning Board meeting held at 7:00 pm in the City Council Chambers the board considered the recommendation of the Planning Director, William Pillsbury, Jr., to forward a favorable conditional recommendation to the city council on the proposed amendment.

Member Nate Robertson read the rules of public hearing into the record.

Matt Hennigan of the Community Development Department addressed the board. As you are likely aware, in order to combat the housing crisis, the Mayor is in the process of rolling out several housing tools. The tool that we are going to be talking about tonight is an amendment to the accessory dwelling unit zoning. One of the things that we try to keep in mind when we are formulating these tools is how each of these tools have impact on the following areas. The housing inventory, housing affordability and housing safety. We are excited that the proposed ADU zoning will be able to positively impact each of these areas. Before we get too deep into the details, I think it's important that we are on the same page as far as what ADU's are. ADU's are accessory dwelling units, ADU's are already a part of our zoning. Currently all ADU's are permitted by special permit by the Board of Appeals. ADU's are commonly thought of as in-law apartments. However, the zoning does not require this zoning amendment any family relationship. It is important to note that the property is required to be owner

## **Zoning Amendment – Accessory Dwelling Units (ADU)**

occupied. As our population continues to age, we are seeing an increasing need for smaller housing units. ADU's are intended to house smaller households, we are talking about 1-2 person households. These units are small, 1 – 2 bedrooms, in fact 2 bedrooms is the maximum size. They are supposed to be small as they are accessory unit to the principal dwelling. They are naturally supposed to be small. I think that is an important point to keep in mind. We put together a fact sheet, it is a one-page sheet that I am hoping each of you have tonight. We think it's pretty good, we think it's pretty thorough. Instead of going blow by blow through the fact sheet I think the best way to frame our conversation tonight is to go back and look at the ADU's from the inventory, affordability and the safety aspect. I am just going to jump right in. What is new as far as inventory, currently the ADU zoning as it stands now, ADU's can only be created via in an addition to the principal structure or within the principal structure. The zoning amendment will allow for existing, detached accessory structures to be converted into ADU's. We are talking about garages, barns or attached accessory structures. That is where the increase of inventory will come from. The zoning amendment will also allow for the construction of new detached ADU's. Moving to affordability, we talked a lot about affordability prior to rolling this out. Where we ended up is where we found would be best would be for the affordability to be incentivized within the zoning itself. So what does that mean? How is that going to work? For those homeowners that create an ADU in the following scenarios within the principal building, with an addition to the principal dwelling or within this is an important distinction or within an existing detached structure ADU's shall be permitted by right. As long as the homeowner agrees to rent the ADU at 70% of fair market rent or below. So fair market rent should be on your sheet, fair market rent is something that is established by HUD and it's established annually and based on the region. It's not specific to Haverhill it's specific to Merrimack Valley. It's important to note that any new detached affordable ADU shall require a special permit from the Board of Appeals. In summary affordable ADU's will be allowed by right that's the incentive as long as the 70% FMR affordable commitment is made. Finally, in regards to safety, as I am sure you are likely all aware the City has been seeing a high volume of illegal units within multifamily dwellings in recent years mainly due to the scarcity and high costs of housing. Illegal units are unsafe, they don't comply with building codes and when we find them, we have to shut them down. That requires people needing to find another place to live. This amendment will attempt to provide a path to make them legal. I think it's important to point out that the amendment offers a path. It might be a narrow path but it's still a path. To bring these illegal units online as legal ADU's and multifamily provided that the multifamily this is where the size of the path comes in...provided that the multifamily is owner occupied and ADU meets all state and local code requirements. Finally, the amendment states that in the ADU created within the existing footprint of the principal dwelling shall also be permitted by right. This goes for the illegal units within multifamily that are created as legal ADU's. As well as the creation of new ADU's. Thank you for your time. If you have any questions or comments that you might have?

Member Buckley: Where did the 40% number come from?

Matt Hennigan: 40%? The size? In the existing zoning it was 30% and it increased to 40%. That goes back to when the entire zoning ordinance was overhauled a year or so ago. At that time the size, the maximum size was increased from 800 s/f to 1,200 s/f but the percentage was not increased. That is more of a housekeeping issue there. The way it's written is the lesser of

## **Zoning Amendment – Accessory Dwelling Units (ADU)**

30% of the gross floor area of the principal structure or in this case 1,200 s/f whichever is less. The size was increased but the percentage wasn't. We are just cleaning that up.

Member Buckley: (inaudible)

Matt Hennigan: We are not talking about going from a 1 family to a 2 family. We are talking about smaller units for smaller households. 1, 200 s/f is fairly significant.

William Pillsbury: One of the things I was going to recommend in my comments and I will mention it right now is that there is a lot of discussion about the percentage and the square footage amongst the Mayor's task force and the Mayor himself has a very strong opinion on this stuff and the building inspector and the health director Richard MacDonald as well. Since we got Melinda's comments recently and wasn't able...didn't want to be here tonight probably shouldn't since she is a Councilor and she is going to be ultimately voting on this. She wanted to get her information in front of the board tonight and also to have it be discussed by the Mayor and his task force and the team. What I am going to recommend is that the recommendation that she has which are good that there be an opportunity to review that between now and the council hearing. The minutes would reflect and the opportunity and the comments from the board members included and forwarding the comments and asking the departments and the Mayor's group to review that between now and the council hearing which is to be held in a few weeks. That would give a chance to have those points that she is making which are think are valid especially related to the handicapped size. That maybe a criteria to add into the affordability aspect might be something that we might want to think about. I want to have the building inspector the opportunity to weigh in on that. Instead of trying to postpone or continue this hearing, it would be to have her information passed through to the team between now and the council hearing and have the various participants comment on that before the council meeting and at the council meeting. She is going to bring it up there anyways so you might as well have the opportunity to vetted it in advance. That's my thought about that.

Member Buckley: Solution (inaudible)

Matt Hennigan: I don't think anyone would argue that we are in need of all types of housing units across the board. This type of units is dedicated to smaller households. That is the spirit of what ADU's are. I agree with what Bill said.

Chairman Howard: I agree with that. I don't see why they need to be bigger. We are not trying to make 2 family homes. These are supposed to be units for bringing your parents in, or bringing a relative in. It's not to make a single-family home a two family home. 1,200 s/f is 40x30, a lot of people's houses aren't that big.

Member Buckley: (inaudible) accommodations but nonetheless, for an in law apartment

Matt Hennigan: That's fair, I think first and foremost we are trying to create more inventory. If they are going to be rented, we want to incentive them to be rented as affordable. I don't think that they necessarily all are expected to be rented. I understand the distinction between the family component and whether or not rent is exchanged that's up to them.

## **Zoning Amendment – Accessory Dwelling Units (ADU)**

Chairman Howard: The incentive of zoning is getting it by-right verses permit. If a permit is not that difficult to get, why wouldn't I just go get a permit. I don't see what the incentive is.

Matt Hennigan: It's a more expedited process for it to be by-right. It's more streamlined. I think some folks see that as an incentive. I hear both sides. Trust me, I do.

Member Robertson: Affordability I am just curious how the 70% fair market rent is articulated. Is that in the form of a lease agreement or a deed restriction?

Matt Hennigan: The first step would be the homeowner would have to submit a letter of intent to the Community Development Department obviously agreeing to this. Secondly, you are correct that the affordability deed restriction would have to be recorded with the Registry of Deeds because the units are intended to survive any change of ownership. If they do change hands, we are not likely to know but the closing attorneys are. The new owners would be made aware that they are buying an affordable ADU. I guess it begs the question hey what if we don't want an affordable ADU? What would happen? What would happen would be they would have to come back before the Board of Appeals and get the ADU approved as if it was an affordable which is the other option just like you said. From there on an annual basis, they would have to submit a lease agreement to the Community Development Department to make sure that its still affordable. As you might imagine, for the affordability there is a big push for affordability. That's why we are incorporating it into this. The argument could be made that these are naturally affordable, and I hear that. This is important to what we are trying to accomplish.

Chairman Howard: I understand that it's just...if I owned a property like that I would just go through the special permit.

William Pillsbury: I think part of it is back to the family idea that you don't have to go through the hoops of the ZBA and getting a special permit. There's cost involved in that. There's plans that have to be submitted, floor plans. There's an aspect of this that really tries to make it easier on the family that might be trying to add that particular element. With the idea in mind as we stated earlier that there is probably not a lot of rent being charged with a family situation anyways. They can reach out and accomplish that. The Mayor was very adamant that he really wanted to have an affordability piece to this. We batted this around for quite a long time and came up with this particular methodology that you see before you tonight. We don't profess to know that it is perfect. We don't profess to know what the generation of demand will be. We know that we want to create more units, but we don't know what it is going to be like. One of the things we committed to is to keep a close eye on this and monitor it over the first year of implementation and see how it is working. I think that is important to keep an eye on it to see if you are really accomplishing the goals we set out to do. If not, then we need to make some adjustments. That is what zoning we can always be changing it. I think that is the sense. We wanted to try to get an affordability in there. There was an element which is not here, but I think Andrew, we may have talked about it, the Mayor may have talked about creating some type of grant program to enable that affordability to be accomplished. We are not there yet.

## **Zoning Amendment – Accessory Dwelling Units (ADU)**

Matt Hennigan: That could have been one route as well. That was part of the discussion had whether or not to incorporate affordability with a loan program, tax exemption program. There was a lot of back and forth.

Chairman Howard: I understand...work on that later just getting something on the books.

Matt Hennigan: This is based on Salem. They had language that we looked at very closely. A lot of that comes from what they are doing there.

Member Buckley: (inaudible) all units that are affordable...a barn

Matt Hennigan: Without a doubt.

Member Buckley: (inaudible) so.

Member Brown: They are renting it out.

Matt Hennigan: As I stated these units have to meet all codes, state and local.

Member Driscoll: inaudible. If they have diabetes and they cut his foot off. These need to be reasonable larger because you lose space with the width of doorways and things. Can the 40% be flexible?

William Pillsbury: I think that is certainly something we should propose. I think that is what Councilor Barrett's comments and Member Buckley as well. I think what we want to present is the option of maybe a larger unit and it would probably bounce it back into the special permit process and go a case-by-case basis. We would be looking at somewhat unique properties. If you are talking about a large barn that is going to be converted with handicapped accessibility, then that might be a unique situation where you would want to have the flexibility built into the ordinance. I think these are great points. That's why we are doing this hearing to interject these things into the discussion. What I am hearing that is something that we need to take a strong look at is how to balance...again we are trying to be expediting, quick to get it done and have the by-right and that type of thing but there might be tradeoffs with that. Somebody might want to go through the special permit if they were able to have more flexibility within the special permit process to petition for a larger limit based on handicapped accessibility to be built into the unit. Obviously, we will bring that back to the Mayor's group and have a good discussion about that. I know the building inspector has concerns about size as well. It is certainly something we will discuss between now and the council hearing.

Matt Hennigan: We definitely looked at a lot more than just Salem. We paid close attention to the size. I will follow Bill's lead on this, and 1,200 s/f is on the higher end just keeping in mind we are not going from 1 family to 2 family. It's an accessory uses to the principal use.

William Pillsbury: I think the element here that has been added and needs to be considered is handicapped accessibility. An element that we haven't interjected at this point. It may be valid and it may not. We have take a look at it.



## **Zoning Amendment – Accessory Dwelling Units (ADU)**

Matt Hennigan: Definitely.

Chairman Howard: Is there a definition of living space? Is a finished basement living space?

Matt Hennigan: It would be. The building inspector calculates the size based on the gross living area. He has been doing it awhile because I should say since I have been involved with the Board of Appeals, we probably see one ADU application a month. They are very popular, and they demonstrate the need for these smaller units. I think it's a good improvement to what we have, and I look forward to seeing the process move forward.

Chairman Howard: Any questions from the public? Seeing none, I will close the public portion of the hearing and turn it over for comments from the Planning Director.

William Pillsbury: Matt that was an excellent job. I appreciate that. This request has come down based on the original revisions to the zoning ordinance and the Mayor wanted to do whatever he can housing strategy wise to expand as Matt has said the inventory of affordability and safety related issues as it relates to our housing stock. The proposed ordinance has been vetted by the Mayor's group on housing as result of their work and the purpose of the amendment is to make the process easier to establish an accessory unit and to allow them to be larger than the current zoning. Again, we have heard some things tonight that we might need to broaden that discussion some more. We have comments from the City Departments, and we got some comments from Councilor Barrett. Recommending additional changes/revisions and I recommend we incorporate her concerns as well. With that I would recommend that we would forward a favorable recommendation to the City Council on the proposed zoning amendment with consideration of Councilor Barrett's recommendation between now and the council hearing by the Mayor's group and the Building Department.

After board consideration, Member Bobby Brown motioned to forward a favorable conditional recommendation to the City Council as recommended by the Planning Director William Pillsbury, Jr. Member Nate Robertson seconded the motion.

Member Robert Driscoll-yes

Member William Evans- yes

Member Bobby Brown - yes

Member Carmine Garcia- yes

Member Ismael Matias- yes

Member Karen Buckley - yes

Chairman Paul Howard -yes

Member April DerBoghossian, Esq.-yes

Member Nate Robertson-yes

**Motion Passed.**

City department reports are attached to and considered part of this board's decision and notice of decision. Any appeal of this board's decision and notice of decision shall be taken in

## **Zoning Amendment – Accessory Dwelling Units (ADU)**

accordance with M.G.L. Chapters 40A and 41 within twenty (20) days of the board's filing of this decision/notice of decision with the city clerk.

- Due to a microphone malfunction please see the email from Member Karen Buckley dated November 15, 2022 clarifying her points.

Signed,

*Paul B. Howard*

Paul B. Howard

Chairman

Cc: Zoning amendment 145 Oxford Ave  
City Clerk (original)  
City Departments  
Owner/Applicant/representative

## **Lori Robertson**

---

**From:** Karen Buckley <karen\_l\_buckley@yahoo.com>  
**Sent:** Tuesday, November 15, 2022 11:24 AM  
**To:** Lori Robertson  
**Subject:** [EXTERNAL]Re: Draft minutes zoning amendment accessory dwelling units

Warning! External Email. Exercise caution when opening attachments or clicking on any links. . .  
*(here are the things I said at the inaudible points - or the gist of it as best I can remember)..*

I am concerned that one group of people that would need ADUs with low rent are handicapped people who would need room for wheelchairs. Shouldn't we have some way of increasing the size based on special needs?

I think that is a very good solution.

(in response to Chrm)

Certainly, some of the ADUs will be for the traditional use of housing family members, but people don't usually charge their parents rent. The goal here is to increase apartment inventory as well as provide lower rent, which would be attractive to older people who are down-sizing, young singles and people with special needs.

(barn)

If you look at the options for affordable units in existing buildings other than the main dwelling, that means garages and barns.

So a barn could be larger than the main house, and I think we need to have provisions that make allowances for that, especially if the ADU will be occupied by a person in a wheelchair.

**Karen L. Buckley**  
**18 W. Parish Ridge Rd.**  
**Haverhill, MA 01832**  
**ph: 978-556-1556**  
**cl: 978-852-0423**

On Tuesday, November 15, 2022 at 10:42:14 AM EST, Lori Robertson <lrobertson@cityofhaverhill.com> wrote:

Hi Karen!  
Please see the attached draft minutes for the accessory dwelling units.  
I will add an addendum to the minutes to clarify your points so the City Council can be aware of what they are.  
Thank you!  
Take care,  
Lori

Lori Robertson Head Clerk/Floater  
Economic Development and Planning  
4 Summer Street- Room #201  
Haverhill, MA 01830  
978-374-2330

# Affordable Accessory Dwelling Unit (ADU) Fact Sheet

## Goals: Inventory, Affordability, Safety

### What is an Affordable Accessory Dwelling Unit?

- A self-contained residential unit that shares the same lot as the principal dwelling.
- ADUs can be created within the existing structure, attached, or detached.
- ADUs must meet all applicable state and local code requirements.
- ADUs are an accessory use to the principal dwelling and are intended to be for **smaller households**.

### General ADU conditions & requirements.

- Either the principal dwelling or the ADU must be **owner-occupied**.
- There shall be no more than one ADU per lot.
- ADUs may not be rented for shorter than 12 months at a time and are prohibited from any use as rental units on a weekly or daily basis.
- ADUs cannot be sold separately from the principal dwelling.

### Permitting requirements for Affordable ADUs.

- All Affordable ADUs located within the principal dwelling, an addition to the principal dwelling, or in an existing detached accessory structure shall be allowed by right.
- Any new detached Affordable ADU shall require a special permit.
- Adding gross floor area to an existing detached Affordable ADU shall require a special permit.
- Rent for all Affordable ADUs cannot exceed 70 percent of Fair Market Rent (FMR) as established annually by HUD.

### *Projected Affordable ADU Rents in Haverhill based on 70 percent of Fair Market Rent.*

	Studio	1 Bedroom	2 Bedroom
FMR	\$1,188	\$1,377	\$1,776
70% of FMR	\$832	\$964	\$1,243

### Permitting requirements for ADUs that do not qualify as affordable.

- An ADU located completely within existing footprint of principal dwelling with not more than four units shall be allowed by right.
- An ADU that does not qualify as affordable created by an addition to a single-family dwelling shall require a special permit.
- An ADU that does not qualify as affordable created within an existing or new detached accessory structure shall require a special permit.

### Use and Dimensional ADU requirements.

- The ADU shall not exceed 1200 square feet or 40% of the living space (square feet) of the size of the existing structure, whichever is less.
- The ADU shall not contain less than 350 square feet of habitable space.
- The ADU shall not contain more than two (2) bedrooms.
- One off-street parking space shall be provided for the ADU in addition to the parking required for the principal dwelling unit(s).
- The ADU installation must maintain the architectural character of the principal dwelling.

ADU's

Melinda Barrett <mbarrett@cityofhaverhill.com>

Fri 11/4/2022 8:35 AM

To: William Pillsbury <wpillsbury@cityofhaverhill.com>

Cc: Laurie Brown <lbrown@cityofhaverhill.com>

Hello Bill

I am following up on our earlier conversation regarding ADU ordinance.

If this is about adding units and getting a handle on illegal builds of ADU's, I believe we need to increase the square footage of ADU as allowed by ordinance. Particularly the 40% of the living space of main house or the 1200 square feet maximum whichever is less. 8.1.5 #1

\* as I described earlier

A small home early American 1700-1800 home with a barn or out building or a small ranch newer build would be restricted to a minuscule size in-law or ADU.

In the instance we discussed a 1400 square foot home would have a restriction that would make a residence smaller than the out building could provide. The potential other dwelling we discussed has the capacity to be 800 square feet and provide for a still small 2 bedroom ADU. This would not change anything to the outward size of existing out building or main dwelling.

It would still be subordinate to main dwelling.

Can the language of whichever is less be deleted or otherwise adapted to allow for the fuller utilization of an existing building?

I really don't see a down side in the situation described. It's still a two bedroom it's just a little roomier.

This change could be very helpful if handicapped access is required by a resident of an ADU located with a smaller main home.

My other concern is how this is applied as far the requirement of 1 parking space per ADU. This seems like it would be a burden to neighborhoods where street parking is at a premium.

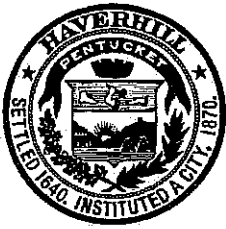
Most people in our community have their own car and need it.

Even if this starts as a Granny pad, the elderly drive well into their 80's. If it's a couple living in the unit that's two cars. Throw in a pair of teens in main house that's two more cars. Perhaps a High density area would need a different number of spots?

Thank You

Melinda

Sent from my iPhone



# Haverhill

Conservation Department  
Phone: 978-374-2334 Fax: 978-374-2366  
[rmoores@cityofhaverhill.com](mailto:rmoores@cityofhaverhill.com)  
[conservation@cityofhaverhill.com](mailto:conservation@cityofhaverhill.com)

MEMO TO: William Pillsbury, Economic Development & Planning Director  
FROM: Robert E. Moore, Jr., Environmental Health Technician *REM*  
DATE: November 2, 2022  
RE: Zoning Amendment  
City of Haverhill for C.255, §8.1 – Accessory Dwelling Unit

The Haverhill Conservation Commission discussed the forwarded materials at its October 27<sup>th</sup> meeting. The Commission voted to support passage of the ordinance as a means for increasing available housing options within the city without necessitating the development of the City's natural resources.

The Commission understands that the construction and/or renovations of dwellings to create such housing will still be required to comply with the regulations under the Commission's jurisdiction.



James J. Fiorentini  
Mayor

Robert M. O'Brien  
Fire Chief

## Haverhill Fire Department

Fire Prevention / Investigation Unit

D/C Eric M. Tarpy  
Lieut. Michael H. Picard  
Insp. Johnathan W. Pramas  
Insp. Richard H. Wentworth  
Insp. Timothy Riley



4 Summer St, Room 113  
Tel: (978) 373-8460  
Fax: (978) 521-4441

October 31, 2022

William Pillsbury, Planning Director  
4 Summer Street, room 201  
Haverhill, MA 01830

Re: ADU Zoning Amendment

The Fire Department understands the importance of housing and has no particular comment on the Zoning Amendment, however stresses that some of these units will require fire protection upgrades found under the building code – (see 8.1.2 Permit Requirements and 8.1.7 Enforcement). Additionally, these units need to be well identified so that they can be easily found in an emergency.

Respectfully,

*Eric M. Tarpy*

Eric M. Tarpy  
Deputy Fire Chief  
Haverhill Fire Prevention Division

**Rezoning/Zoning Ordinance Amendment**

**Request for Comment**

**COMMENTS DUE BY: 10.31.22**

TO: Fire Chief – Room #113  
Board of Health – Room #214  
Conservation Commission Chairperson & Members – Room #300  
Building Inspector – Room #214  
Police Chief – Mail slot  
Highway Department – Mail slot  
City Engineer – Room #300  
Water/Wastewater Department – Room #300  
CDBG Director – Room #309  
School Superintendent – Room #104

*OK TO move to AGENDA  
TKB*

FROM: William Pillsbury, Planning Director – Room #201

DATE: 10.17.22

RE: **Rezoning/Zoning Ordinance Amendment** Application of: **City of Haverhill**

Street Location: ADU-- Section 8.1

First Submission/Revised Submission Number: 1

The plans and or application attached to this transmittal letter, as noted, are for the cited rezoning/amendment to the zoning ordinance application received from the Council/applicant on 10.14.22. Would you kindly review the attached plans/application and provide your respective reports to the Planning Board by the cited date. Thank you. Respective comments due by: 10.31.22



12-2-22

JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

CITY HALL, ROOM 100  
FOUR SUMMER STREET  
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December 2, 2022

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

**RE: Accessory Dwelling Units (ADU) Ordinance Proposal**

Dear Mr. President and Members of the Haverhill City Council:

As I have previously stated, our city is in the midst of a historic housing crisis that requires multiple creative solutions. Because of our city's notable socioeconomic and geographic diversity, there is no single comprehensive solution to solve this crisis.

I bring back before the Council for consideration an ordinance that will help some families who face particular housing challenges that could be alleviated through a more streamlined approval process to utilize Accessory Dwelling Units (ADUs).

Our goal is to create affordable housing that does not require substantial construction or the approval processes required of large developments. We seek to make existing potential housing units available while ensuring that residents live in safe, affordable and specifically addressed housing units.

As I have previously stated, many residents out of desperation have taken matters into their own hands and as a result, our Inspectional Services Department combats an "epidemic" of illegal units every day. This proposed ordinance will create a controlled path towards legitimizing and properly regulating some of these illegal units.

In addition, this ordinance would lead to creation of some right-sized units for certain elderly family members seeking to age in dignity with their families. This is critical as Haverhill's over-65 year old population doubles between 2015 and 2035.

Creation of this ordinance has been a truly iterative legislative process that incorporated a great deal of feedback, first from my Housing Advisory Task Force and then from our Community Development and Inspectional Services Departments, our boots on the ground, to name a few. We followed the example of the City of Salem, MA and other cities as well as best practices and research from the Massachusetts Municipal Association (MMA) and Pioneer Institute, which we have provided to you for analysis. The MMA Best Practices clearly served as a guide for us in crafting this ordinance.

This ordinance has been carefully balanced between the needs of reducing red tape, expenses and time for homeowners seeking to create an ADU while ensuring safety, code compliance and neighborhood character as well as drafting regulations that can actually be enforced. In addition, City Councilors themselves have offered important feedback, considerations and suggestions that we have attempted to weave into this revised and amended ordinance.

12-2-2022

Councilor Barrett was the first to provide excellent feedback, which included observations about different family compositions and needs, with a focus on older couples and disabled individuals who may require slightly more living space or extra bedroom space. She also noted homeowners who may already own a barn or carriage house on their property that is far larger than the 40% size restriction originally drafted. As a result of her input, amendments were made to increase the capacity of existing detached ADUs and well as to increase size restrictions for new detached ADUs to 50% of the main dwelling or 1200 square feet (whichever is less) {See 8.1.5}.

Councilor Lewandowski provided constructive comments to this draft legislation as well relative to concerns about limiting the number of occupants in ADUs, ensuring inspections upon property sales or transfers, among other concerns. As a result of her input, amendments have been made to regulate the production of new, detached ADUs—the most controversial type of ADUs and likely the rarest—in compliance with existing open space and building coverage requirements (See 8.1.5 and 8.1.7 below).

While we share Councilor Lewandowski's concerns about limiting the number of occupants, we did not recommend codifying that within the legislation for various reasons, including some of the unique family dynamics and living arrangements that Councilor Barrett emphasized. There are existing State housing code rules about the minimum size of bedrooms per occupant and overcrowding that we will continue to do our best to enforce. Again, the spirit of this legislation is intended to help combat Haverhill's overcrowded housing conditions and not to exacerbate overcrowding.

Councilor Bevilacqua expressed concerns that we share about ADUs transforming the nature of certain single-family neighborhoods. We mandate that ALL ADUs maintain the architectural character of the property. His recommendation was to limit occupancy exclusively to family members. We do not support this recommendation, which would violate the first best practice the MMA cites.

Nearly every amendment that has been made up to this point was offered with the practical impacts of enforcement in mind. If a provision cannot be adequately or feasibly enforced, or easily misinterpreted or abused by the public, then it should not be in the ordinance.

In response to Councilors' feedback, this revised ordinance incorporates the following changes:

#### **ADD to 8.1.5 Use and Dimensional Requirements**

3. *Any new detached ADU, any ADU created by adding gross floor area to a single-family dwelling or any ADU created by adding gross floor area to an existing detached accessory building shall be in accordance with the open space and building coverage requirements as established by the Table of Dimensional and Density Regulations based on the applicable zoning district.*

#### **ADD to 8.1.7 Enforcement**

12-2-0022

7. *Approval for all ADU requires that the owner must occupy one of the dwelling units. To continue to maintain eligibility, the property owner must certify with the city on an annual basis in the form of a letter to the Community Development Department stating that owner-occupancy continues to be maintained and that all conditions imposed by this Section remain fulfilled.*

8. *Upon sale of the property and/or turnover of an ADU that functions as a rental unit, a rental permit inspection of the ADU shall be conducted by the Inspectional Services Department in addition to any other inspections required by the Fire Department.*

I want to reiterate that ALL ADUs allowed by this ordinance will be on owner-occupied lots. ALL ADUs allowed by this ordinance will be required to meet all housing and safety code requirements. ALL ADUs will be two bedrooms or less, with the vast majority one bedroom. The vast majority of ADUs, given their various restrictions, will be utilized by and among family members and friends. Most ADUs will be quite small. We will incentivize ADUs to be maintained as affordable per HUD Fair Market guidelines.

This legislation is just one tool of several that I will be presenting to Council in the near future in order to address this housing crisis. This ordinance, frankly, is not that far-reaching in scope and is not expected nor intended to create a vast number of new housing units. However, it could make a life changing difference for some of our families.

Our housing crisis is a problem that requires a lot of creative solutions. But solving problems is what we are elected to do. I appreciate the advice, input and feedback from the City Council on this matter, and I ask for your approval.

Very truly yours,



**James J. Fiorentini**  
Mayor

JJF/lyf

119  
JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

*Council Hearing - zoning*  
*November 29*  
*2022*  
CITY HALL, ROOM 100  
FOUR SUMMER STREET  
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PHONE 978-374-2300  
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*(P.B. nov 9)*

October 14, 2022

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

RE: Accessory Dwelling Units (ADU) Ordinance Proposal

Dear Mr. President and Members of the Haverhill City Council:

One of the greatest problems we have in our city is the lack of housing stock, with affordable housing being the most critical pain point heard across all our citizens. Every day, we receive heartbreaking calls and desperate emails from constituents who share that they cannot find a place to live.

We must ease this housing shortage by working together and tackling affordability head on. To that, we will soon be introducing several ordinances that help alleviate this critical shortage. This ordinance is designed to help remove red tape and regulatory barriers that hinder the establishment of more accessory dwelling units while creating a safer city for all, too.

Many of our landowners have taken matters into their own hands and established illegal units in their buildings. Our inspectional services department shares that there are about 225 legally approved accessory units in Haverhill, but a larger unknown number of illegal accessory apartments still loom large across our city posing a significant building and fire code risk. This proposed ordinance will allow a proper path toward having these would-be accessory dwelling units become legal while following all inspectional guidelines.

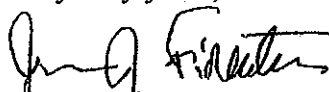
This proposed language was modeled after the ordinance established in Salem, which has been a leader in affordable accessory units and encourages homeowners to create affordable accessory dwelling units with rental terms being a minimum of 30% below the established HUD average fair market rate for the area.

To further encourage this, we will be establishing next a Housing Trust Fund as well as a loan pool program for approved homeowners that wish to remodel their buildings safely while creating additional affordable accessory dwelling units.

This is only the first step of many steps that we must take to meet the housing crisis and to keep our city affordable so that the children and grandchildren of those who live here now will be able to remain here.

Since this ordinance is a zoning ordinance it must be sent first to the planning board, second Wednesday in November, being November 9<sup>th</sup>, 2022. The planning board will then send it back to the City Council for a hearing at which time I will recommend approval. I welcome input from the Council, the planning board and the public. Sec


Very truly yours,



**James J. Fiorentini**

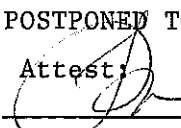
Mayor

JJF/tyf

IN CITY COUNCIL: October 18 2022  
REFER TO PLANNING BOARD and  
VOTED: that COUNCIL HEARING BE HELD  
November 29 2022  
Attest: 


City Clerk

IN CITY COUNCIL: Nov 29  
2022  
POSTPONED TO December 6  
2022

Attest: 

City

Clerk

IN CITY COUNCIL: December 6 2022  
REFER TO ADMINISTRATION & FINANCE COMMITTEE  
Attest:  City Clerk

*(see memo 119-B)*

**CITY COUNCIL**

**Timothy J. Jordan**  
President

**John A. Michitson**  
Vice President

**Melinda E. Barrett**

**Joseph J. Bevilacqua**

**Thomas J. Sullivan**

**Melissa J. Lewandowski**

**Michael S. McGonagle**

**Catherine P. Rogers**

**Shaun P. Toohey**



**CITY OF HAVERHILL**

HAVERHILL, MASSACHUSETTS 01830-5843

HAVERHILL CITY CLERK FEB 23 2023 PM 3:51

16.1.2

CITY HALL, ROOM 204

4 SUMMER STREET

TELEPHONE: 978-374-2328

FACSIMILE: 978-374-2329

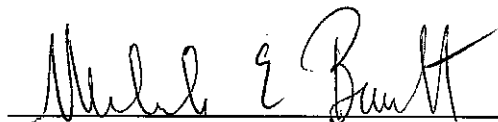
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February 23, 2023

To: President and Members of the City Council:

Councillor Barrett motions that on unanimous recommendation of A&F subcommittee that the Council amend the ADU ordinance filed on December 6, 2022 by deleting the ordinance as submitted and inserting in place thereof the February 28, 2023 amended ordinance attached to a related communication submitted by Matthew Hennigan.

  
\_\_\_\_\_  
City Councillor Melinda E. Barrett

(meeting 2.28.2023)

JAMES J. FIORENTINI  
MAYOR



**CITY OF HAVERHILL  
MASSACHUSETTS**

16.1.2  
CITY HALL, ROOM 100  
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February 24, 2023

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

**RE: Accessory Dwelling Units (ADU) Ordinance Proposal**

Dear Mr. President and Members of the Haverhill City Council:

Attached is the amended Accessory Dwelling Unit (ADU) ordinance for your consideration.

I appreciate the work of the City Council's Administration & Finance Sub-Committee, which is putting forth it's support and recommendation for approval.

This will be another tool to add housing units in the City of Haverhill. I recommend approval.

Very truly yours,

**James J. Fiorentini**  
Mayor

JJF/lyf



DOCUMENT

# CITY OF HAVERHILL

In Municipal Council

16,1,3

~~ORDER~~

## MUNICIPAL ORDINANCE

## CHAPTER 255

AMENDED AS OF FEBRUARY 28, 2023

### AN ORDINANCE RELATING TO ZONING

BE IT ORDAINED by the City Council of the City of Haverhill that the Code of the City of Haverhill, Chapter 255, Zoning, as amended, be and is hereby further amended by deleting Section 8.1 ACCESSORY APARTMENTS in its entirety and inserting in place thereof the following:

#### **"8.1 ACCESSORY DWELLING UNIT (ADU)**

##### **8.1.1 Purpose.**

The purpose of this Section is:

1. To encourage the efficient use of the city's housing supply while preserving the character of the city's neighborhoods;
2. To increase the supply of housing and the diversity of housing options, in response to demographic changes such as smaller households and older households;
3. To develop housing units that are safe, code compliant, and appropriate for households at a variety of stages in life; and
4. To add affordable rental units to the housing stock to meet the needs of smaller households and make housing units available to households who might otherwise have difficulty finding housing.

##### **8.1.2 Permitting Requirements.**

1. All applications for an ADU, including those allowed "by right," shall begin with an application for an Accessory Dwelling Unit to be available from the Department of Inspectional Services.
2. All ADUs allowed by right must still meet all requirements of the state building code and must have an occupancy permit issued by the Department of Inspectional Services.

3. An ADU located completely within the existing envelope of a principal dwelling with not more than three units shall be permitted as a by right accessory use with no special permit required.
4. An ADU that is created by adding gross floor area to a single-family dwelling that can be accomplished in compliance with all setback and yard requirements shall be permitted as a by right accessory use with no special permit required.
5. An ADU in an existing detached building designed to be accessory to the principal structure, such as a garage, barn, or carriage house on a single-family lot, two-family lot, or multi-family lot shall require the issuance of a special permit by the Board of Appeals in compliance with the provisions of this Section.
  - i. Adding gross floor area to an existing detached proposed ADU shall not exceed 1200 square feet or 50% of living space (square feet) of size of existing structure, whichever is less and shall not be eligible for zoning dimensional relief by variance.
6. An ADU constructed within a new detached accessory building shall require the issuance of a special permit by the Board of Appeals, shall not be eligible for zoning dimensional relief by variance, and shall only be constructed on a single-family lot.

#### **8.1.3 Application.**

The application for a building permit and/or occupancy permit for an ADU or an application for a special permit for an ADU shall include a site plan, the floor plan of the principal dwelling, and a floor plan of the proposed ADU.

1. When the creation of an ADU requires the alteration of the exterior of a structure, the application shall include elevation plans showing the sides of the building affected by the construction both prior to and after completion of construction.
2. The site plan shall, at a minimum, show the footprint of all existing dwellings and structures, the location of parking and driveways demonstrating that parking is sufficient for all users, the square footage of the existing dwelling, the square footage of the ADU, and the location and design of all ingress and egress from the ADU. The site plan must be prepared and stamped by a registered land surveyor.
3. By filing the application for a Building Permit for an ADU, all owners consent to an inspection without a warrant upon reasonable notice by the Building Commissioner to ensure compliance with all terms of this Section.
4. The Building Commissioner shall issue a cease and desist order on any work in progress or on the use of any premises, either of which are in violation of the provisions of this Section.

#### **8.1.4 General Conditions and Requirements for all Accessory Dwelling Units.**

1. The owner of the lot on which the ADU is created must continue to occupy either the principal dwelling unit or the ADU, except for temporary absences of up to six months. For purposes of this subsection, the "owner" shall be one or more individuals who hold



- record title, or hold a majority of the beneficial interests in a trust holding title, to the lot and for whom either dwelling unit is the primary residence for voting and tax purposes.
2. There shall be no more than one ADU, either internal or detached, on any lot. ADUs shall not be eligible for zoning dimensional variances proposing to increase the number of allowable ADUs on a lot.
  3. The ADU may not be sold or transferred separate and apart from the principal dwelling to which it is an accessory use. The principal dwelling and the ADU shall remain in common or single ownership and shall not be severed in ownership.
  4. The ADU shall not be used for boarding and lodging or other commercial use. An ADU and the principal dwelling to which it is accessory may be rented for periods not shorter than twelve (12) months at a time and are prohibited from any use as rental units on a weekly or daily basis.

#### **8.1.5 Use and Dimensional Requirements.**

1. An ADU shall not exceed 1200 square feet or 40% of the living space (square feet) of the size of the existing building or structure, whichever is less. An ADU in a new detached building shall not exceed 1200 square feet or 50% of the living space (square feet) of the size of the existing structure, whichever is less. An ADU in an existing detached building shall not exceed 1200 square feet or 50% of the living space (square feet) of the size of the existing structure, whichever is less.
2. An ADU shall not contain less than 350 square feet of habitable space.
3. Any additions made to the principal dwelling built after the adoption of this Section must have been constructed for five (5) or more years before the additional living space can be included as part of the calculation to determine the maximum size of any proposed detached ADU or ADU by addition.
4. An ADU in a new detached building must meet the setback requirements of the principal dwelling unit, as well as other applicable dimensional requirements.
5. Any new detached ADU, any ADU created by adding gross floor area to a single-family dwelling or any ADU created by adding gross floor area to an existing detached accessory building or structure shall be in accordance with the open space and building coverage requirements as established by the Table of Dimensional and Density Regulations based on the applicable zoning district.
6. The ADU will be a complete, separate housekeeping unit containing both a kitchen and bath.
7. The ADU installation must-maintain the architectural character of the principal dwelling.
8. Any detached ADU may require the installation of fencing for the purpose of screening as a condition of special permit approval.
9. One off-street parking space shall be provided for the ADU in addition to the parking required for the principal dwelling unit(s).
10. Electricity, water, oil, heat, and gas shall be provided by a single service to both the ADU and the principal dwelling and included in the rent.

- 11. The Board of Health must certify that any existing potable water and sanitary waste disposal system is adequate to support the ADU.**
- 12. All exterior stairways to the ADU above the first floor shall be located on the rear or side of the dwelling.**
- 13. The ADU shall not contain more than two (2) bedrooms.**
- 14. The ADU shall be clearly subordinate in use, size, and design to the principal dwelling.**
- 15. The ADU must be capable of being discontinued as a separate dwelling unit without demolition of any structural component of the principal dwelling.**

#### **8.1.6 Affordable Accessory Dwelling Unit.**

- 1. An ADU certified by the Department of Community Development to be an Affordable Accessory Dwelling Unit may be eligible for a reduction in residential taxes if allowed by home rule petition. To be eligible the owner of the principal dwelling shall maintain rent for the ADU at a minimum of 30% below the Fair Market Rent (FMR) for Haverhill as determined by HUD. To maintain eligibility the owner of the principal dwelling shall submit documentation on an annual basis to the City's Department of Community Development and shall submit such other documentation as may be required by that office.**

#### **8.1.7 Enforcement.**

**It shall be the duty of the Building Commissioner to administer and enforce the provisions of this Section.**

- 1. No building shall be constructed or changed in use or configuration without the issuance of a building permit by the Building Commissioner.**
- 2. The construction of any ADU must be in conformity with the State Building Code and, if applicable, Title V of the State Sanitary Code and lawful under all other provisions of applicable City health, building, zoning and other local laws and regulations.**
- 3. No ADU shall be occupied unless a certificate of occupancy for such Unit has been issued by the Building Commissioner.**
- 4. A certificate of occupancy shall not be issued unless the Building Commissioner determines that the ADU is in conformity with the provisions of this Section, any special permit issued by the Board of Appeals, and all applicable health and building codes.**
- 5. The Building Commissioner shall refuse to issue any permit which would result in a violation of any provisions of this Section or in violation of the conditions or terms of any special permit or variance granted by the Board of Appeals.**
- 6. The Building Permit shall be revoked upon determination by the Building Commissioner that any condition imposed by this Section has not been fulfilled.**
- 7. Approval for all ADUs require that the property owner must occupy one of the dwelling units. To continue to maintain eligibility, the property owner must certify with the city on an annual basis in the form of a letter to the Department of Community Development stating that owner-occupancy continues to be maintained and that all conditions imposed by this Section remain fulfilled.**

8. Upon sale of the property and/or turnover of an ADU that functions as a rental unit, a rental permit inspection of the ADU shall be conducted by the Inspectional Services Department in addition to any other inspections required by the Fire Department.

#### **8.1.8 Termination.**

1. The use of the ADU shall terminate immediately upon a determination by the Building Commissioner of any violation of any term or condition of this section that the owner fails to cure, upon thirty (30) days written notice mailed to the applicant and to the occupants at the dwelling address by certified mail, return receipt requested.
2. Upon termination, the owner shall discontinue the use of the ADU as a separate dwelling unit.
3. The separate cooking facilities in the ADU shall be decommissioned.
4. Continued use of the ADU as a separate dwelling unit shall be a violation of this Section and subject to the penalties provided in the Ordinance.
5. The owner shall permit an inspection by the Building Commissioner without a warrant.”

**IN ADDITION, the following shall be added to Section 11.0 DEFINITIONS:**

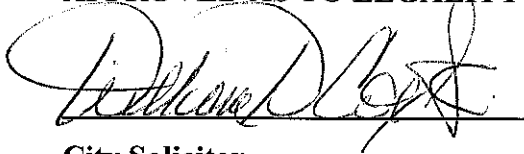
**“ACCESSORY DWELLING UNIT (ADU):** For the purposes of Section 8.1, the following definitions shall apply:

1. **ACCESSORY DWELLING UNIT (ADU):** An ADU is a self-contained housekeeping unit without separate utility meters containing at a minimum both a kitchen and a bath in an owner occupied one to three family home that is either attached to the principal dwelling or in a separate structure on the same property. The ADU installation must maintain the architectural character of the principal dwelling.
2. **ATTACHED ACCESSORY DWELLING UNIT:** An ADU created by adding gross floor area to a single-family dwelling after the adoption of this ordinance.
3. **EXISTING DETACHED ACCESSORY BUILDING:** A detached accessory building that is existing as of the effective date of this ordinance but not occupied as a dwelling unit, that has a foundation, and is a minimum of 350 square feet. Examples are existing garages, barns, and carriage houses.
4. **EXPANDED DETACHED ACCESSORY BUILDING:** An existing detached accessory building that is expanded after the effective date of this ordinance.
5. **NEW DETACHED ACCESSORY BUILDING:** A detached accessory building that is not existing as of the effective date of this ordinance.

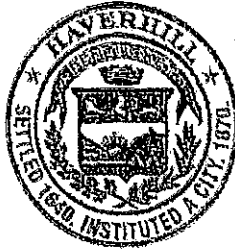
**6. PRINCIPAL DWELLING UNIT:** A dwelling unit that is permitted as a principal residential use under the zoning code for the city of Haverhill. By way of example a single-family home shall comprise of one principal dwelling unit, whereas a two-family home shall comprise of two principal dwelling units. An accessory dwelling unit shall not be considered a principal dwelling unit.

- a. The term “by right” for purposes of this ordinances means that no special permit is required. All ADUs including “by right” units must meet all requirements of the State building code and all other applicable codes and must receive an occupancy permit from the Inspectional Services Department and all other required permits from the Fire Department and Inspectional Services Department. If Development Review comments are not submitted within 30 days of initial submittal from any City Department above, then approval of that Department will be considered to have been obtained.”

**APPROVED AS TO LEGALITY**

A handwritten signature in black ink, appearing to read "William D. [unclear]", written over a horizontal line.

**City Solicitor**



*Related Communication*

*16,13*

WILLIAM PILLSBURY, JR.,  
DIRECTOR  
TELEPHONE: 978-374-2344 V/T/DD  
FAX: 978-374-2332

**CITY OF HAVERHILL  
COMMUNITY DEVELOPMENT**

CITY HALL, ROOM 309  
FOUR SUMMER STREET  
HAVERHILL, MA 01830-5843

February 23, 2023

Haverhill City Council  
Timothy J. Jordan, President  
4 Summer Street  
Haverhill, MA 01830

Dear Mr. President and Members of Haverhill City Council:

Attached please find the amended version of the proposed Accessory Dwelling Unit (ADU) ordinance that incorporates all of the changes that originated from the initial City Council meeting and subsequent Administration & Finance Committee meetings. We appreciate the extensive and valuable feedback from the Council throughout this iterative legislative process.

To facilitate your review, please see below a summary of the most significant changes from the initial ordinance filed and this amended ordinance.

- 1. Removal of Affordability component.** ADUs are smaller units that are naturally affordable and most often inhabited by family. The elimination of the Affordability from the zoning makes the permitting requirement scenarios far less complicated. For example, previously an affordable existing detached ADU was allowed without a special permit. Now, all detached ADUs – both new and existing-- require a special permit.
- 2. Reduction of the window for multi-family ADUs.** The amended version decreases the opportunity to create an ADU within the envelope of a principal structure to those **with not more than three units** instead of the previously proposed structures with not more than four units. Due to the increasing need for safe, code compliant housing units, we see the value in offering the opportunity to convert illegal units into legal ADUs. Please keep in mind that the path to making these units legal is a narrow one which starts with owner occupancy. In addition, all of the ADU zoning needs to be met and all applicable code requirements must be satisfied.

- 3. Additional requirements for detached ADUs.** We incorporated some great feedback regarding new detached ADUs that will now push the setbacks farther away from the lot lines by mandating that all new detached ADUs satisfy the setback requirements of the principal dwelling. In regard to existing detached ADUs, language was added that may require the installation of fencing for the purpose of screening as a condition of approval by the Board of Appeals on a case by case basis.

In an effort to address any concerns regarding homeowners building out their lots with an ADU by addition or a new detached ADU, language was included as reminder that all ADUs must comply with the building coverage and open space requirements as established by the Table of Dimensional and Density Regulations in the zoning ordinance. In response to discussion at the last committee meeting, language that would have allowed for the conversion of the **entirety** of an existing accessory structure (regardless of size) into a detached ADU has been removed and replaced with the same size limits as new detached ADUs.

- 4. Increased enforcement.** Over the course of the amendment process, the Enforcement section has been strengthened significantly. Consequently, an annual certification process administered by the Community Development Department will be required to ensure owner-occupancy.

In addition, upon sale of the property, or turnover of the ADU, a rental inspection by City Building Inspectors will be required.

Finally, discussion took place during the Committee meetings regarding the opportunity to report back to the Council on the impact of this amendment (legislation) in one year, including tracking of neighborhood complaints. We are in favor such action and recommend the following separate motion that has already has the support of the Administration & Finance Committee.

**Separate Motion:**

*"The Community Development Department shall submit a report to City Council in twelve months that documents ADU quantity and neighborhood impact as well as any recommendations to advance the objectives of this Section."*

Housing Manager Matthew Hennigan and I will be available to answer any questions or address any concerns prior to or at the February 28<sup>th</sup> meeting. Thank you for your consideration.

Sincerely,



Andrew K. Herlihy, Division Director  
Community Development Department

## Accessory Dwelling Unit (ADU) Fact Sheet

For Reference Only

For February 28, 2023 City Council Meeting

### ADU requirements:

- The ADU shall not contain more than two (2) bedrooms.
- One off-street parking space shall be provided for the ADU in addition to the parking required for the principal dwelling unit(s).
- ADUs may not be rented for shorter than 12 months at a time and are prohibited from any use as rental units on a weekly or daily basis.
- ADUs cannot be sold separately from the principal dwelling.
- **The ADU installation must-maintain the architectural character of the principal dwelling.**

### ADU Enforcement:

- Property owner must certify with the City on an annual basis in the form of a letter to the Department of Community Development stating that owner-occupancy continues to be maintained and that all conditions imposed by this Section remain fulfilled.
- Upon sale of the property and/or turnover of an ADU that functions as a rental unit, a rental permit inspection of the ADU shall be conducted by the Inspectional Services Department in addition to any other inspections required by the Fire Department.

### ADUs are NOT:

**ADUs are not multi-family dwellings.** – ADUs are an accessory use to the principal dwelling. Multi-family units can be the same size. ADUs within the principal dwelling or within an addition to a single-family cannot exceed 40% of existing structure (or 1200 square feet, whichever is less).

**ADUs are not allowed to bypass any code requirements** –The construction of any ADU must be in conformity with the State Building Code and, if applicable, Title V of the State Sanitary Code and lawful under all other provisions of applicable City health, building, zoning and other local laws and regulations. All ADUs are required to go through the Development Review process.

**ADUs already exist in Haverhill and are not problematic for neighborhoods. See examples below. Let's continue to assist those owner-occupied homeowners (not developers) who want to stay in their homes and allow for the opportunity for Haverhill homeowners to what is best for their household.**

ADUs in Haverhill Today






# Accessory Dwelling Unit (ADU) Fact Sheet

For Reference Only

For February 28, 2023 City Council Meeting

## What is an Accessory Dwelling Unit?

- A self-contained residential unit that shares the same lot as the principal dwelling.
- ADUs are an **accessory use** to the principal dwelling and are intended to be for **smaller households**.
- **ADUs must meet all applicable state and local code requirements.**
- Either the principal dwelling or the ADU must be **owner-occupied**.
- There shall be no more than one ADU per lot.
- ADUs can be created within the existing structure, attached, or detached. See below.

ADU Types	
<b>Internal ADU</b>	<b>ADU created within principal dwelling</b>
	<ul style="list-style-type: none"> <li>• size shall not exceed 1200 square feet or 40% of the living space (square feet) of the size of the existing structure, whichever is less.</li> <li>• no special permit</li> </ul>
<b>ADU by addition</b>	<b>ADU created by an addition to single family</b>
	<ul style="list-style-type: none"> <li>• size shall not exceed 1200 square feet or 40% of the living space (square feet) of the size of the existing structure, whichever is less.</li> <li>• no special permit</li> </ul>
<b>Detached ADUs (existing or new)</b>	<b>ADU created within existing or new detached accessory building</b>
	<p><b>Special Permit required for all detached ADUs</b></p> <p><i>New detached:</i></p> <ul style="list-style-type: none"> <li>• size shall not exceed 1200 square feet or 50% of the living space (square feet) of the size of the existing structure, whichever is less.</li> </ul> <p><i>Existing detached:</i></p> <ul style="list-style-type: none"> <li>• size shall not exceed 1200 square feet or 50% of the living space (square feet) of the size of the existing structure, whichever is less.</li> </ul>



# ADU Zoning Comparison

For Reference Only

For February 28, 2023 City Council meeting

ADU characteristics		1992 Zoning <sup>1</sup>	2020 Zoning	2022 Proposed Zoning
Internal ADU ADU by Addition Detached ADU	Internal ADU	Allowed by SP	Allowed by SP	No SP required
	ADU by Addition	Not permitted	Allowed by SP	No SP required
	Detached ADU	Not permitted	Not permitted	Allowed by SP
Size		Lesser of 800 sf or 30% of existing structure	Lesser of 1200 sf or 30% of existing structure	<b>Internal &amp; Additions</b> – Lesser of 1200 sf or 40% of existing structure <b>New Detached &amp; Existing Detached</b> – Lesser of 1200 sf or 50% of existing structure
		Not Required	Not Required	Not Required
Family Relationship		Required	Required	Required
Owner Occupancy		Must meet all applicable state & local code requirements	Required	Must meet all applicable state & local code requirements
Code Requirements		Required	Required	Required
Architectural Character				

<sup>1</sup> ADU (Assessory Apartment) zoning adopted June 10, 1992

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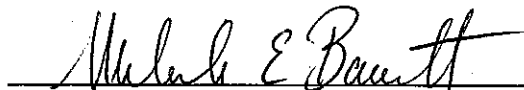
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February 23, 2023

To: President and Members of the City Council:

Councillor Barrett submits the attached minutes of the Administration and Finance Committee meeting held on February 14, 2023 for acceptance.

  
City Councillor Melinda E. Barrett

(meeting 2.28.2023)

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**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING  
MONDAY, FEBRUARY 13, 2023**

An Administration and Finance Committee Meeting was held on Monday, February 13, 2023 at 6:00 PM in the City Council Chambers, Room 202.

Committee Members: Chair Councillor Barrett, Council Vice President Michitson, and Councilor Toohey.

Also in Attendance: Council President Jordan, Councillor Sullivan, Councillor Rogers, Solicitor Cox, Director of Inspectional Services MacDonald, Tom Bridgewater, Community Development Director Herlihy, Matt Hennigan, Bill Macek, DPW Director Ward, Jason Jussif, Marianne Feitz

**Document 8: Private contract snow plow operators fuel allowance:**

Councilor Sullivan discussed his original motion was to explore giving snow plow operators an extra stipend to cover increased costs of fuel. Since he took this before the City Council, Councilor Sullivan shared that he spoke with DPW Director Bob Ward. They discussed the difficulty of determining fuel stipends for the variety of vehicles that the city hires. Councilor Sullivan agreed with Mr. Ward on the difficulty of approaching the added expense of fuel through a stipend. However, Councilor Sullivan went on to discuss the need to be proactive now and prepare for next season ahead of budget sessions and review the pay schedule for all the variety of snow removal equipment. While some of our current rates are competitive, others are not in comparison to neighboring communities. Increases in costs of fuel, maintenance and insurance all put the city at risk of not having a full complement of plows to clear city streets next season. A modest increase where needed will keep full complement and hopefully more experienced contractors working in our city. Director Ward agreed that he and Assistant Director Mike Arpino would review our rates in comparison to surrounding communities and have potential adjustments before budget season. Councilor Sullivan acknowledged the Mayor would have to agree to any rate changes.

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### **Document 119, Revision # 2:**

Matt Hennigan reviewed the changes made in the updated Revision #2

#### **8.1.1**

3. To develop housing units that are safe, code compliant and appropriate for households at a variety of stages of life.

\*City wanted to highlight that ADU's will need to be Safe and Code compliant.

#### **8.1.2**

Paragraph changed the owner-occupied housing unit maximum from 4 to 3.

\*This was changed in light of discussions raised in the last meeting and that it is very unlikely that there are any 4-unit owner occupied units in the city. This narrow path allows only one ADU per property or lot. All parking requirements, ADU codes, building codes, and fire codes must be met, and the building must be owner occupied.

ZBA currently sees one ADU a month, most all are single families. Mr. McDonald shared that with this new ordinance they may see two a month but again most requests would still be single family homes.

5. Added two-family.

\*In a house keeping effort. Two-family wasn't listed in previous documents with single and Multi-family. Since in our city code a Multifamily is three or more units a two family was omitted.

5-i. Adding gross floor area to an existing detached proposed ADU shall not exceed 1,200 square feet or 50% of living space of existing structure, whichever is less and shall not be eligible for zoning dimensional relief by variance.

\*This had been adjusted previously. They thought it would be a good reiteration of size limits.

6. A new detached ADU shall only be constructed on a single-family lot.

\*Housekeeping change.

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### **8.1.5**

3. Any additions made to the principal dwelling built after the adoption of this section must have been constructed for five (5) or more years before the additional living space can be included as part of the calculation to determine the maximum size of any proposed detached ADU or ADU by addition.

\*This was added as a result of the last meeting. Concerns had been raised about people "gaming " system and maximizing their square footage to increase size of ADU and this addition addresses those concerns.

4. An ADU in a new detached building must meet the setback requirements of the principal dwelling unit, as well as other applicable dimensional requirements.

\*Based on discussion brought up last time, that pulls new detached further away from lot line.

8. Any detached ADU may require the instillation of fencing for the purpose of screening as a condition of special permit approval.

\*Addressed possible concerns of neighbors and allows ZBA to require fencing or other privacy measures for neighbors if so requested.

### **8.1.6**

1. Affordable Accessory Dwelling Unit Paragraph

\*Re-added by city but no requirements of affordable zoning put in place here highlighting that funding for affordable housing will be available.

### **8.1.7**

Various enforcement additions added from last meeting to assure owner occupied and ADU compliance. Inspection language in case of sale or change in residents.

\*City will have documentation with accessor to indicate legal ADU. Community Development office will assure the owner-occupied aspect of ordinance is adhered to.

Jason Jussif thought there would be little push back for ADU's for family members among his neighbors but expressed concerns about many aspects of the ordinance. He expressed that ADU's (especially detached should not be By-Right). He also had concerns about how or what entity would enforce or judge character.

\*City detached ADU's must go through special permit process. Building department will be charged with compliance on character.

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He thought setbacks for existing detached (which varies depending on zone) should be much further back. He expressed concerns on size of ADU's and thought the maximum DETACHED should be 700 or 800 square feet. Existing detached should not be allowed to use entire space.

\*City response the 1,200 square foot maximum has been part of ordinance since 2020.

He expressed privacy concerns and screening by fencing is not always effective. He expressed that stairways should be internal. He expressed the view that no detached ADU's should be allowed.

He expressed that it should be restricted to one or two units. He prefers single family only being allowed ADU's. He asked the green space and open space be considered.

\*City open space and green space requirements are addressed by 8.1.5, paragraph #5

He asked we look into existing zones having different setbacks.

Council Vice President Michitson: Do we know how many existing garages would be that close to property?

\*We are trying not to punish people who have existing detached that maybe close to property line.

There would be currently two possible hurdles for conversion of existing ADU.

Special Permit process is for an allowed use in a district, both detached ADU's (new and existing) would need to go through. Further, an existing detached would have to go through an additional special permit process to convert use of building from accessory structure to dwelling unit.

***Motion by Councilor Toohey to restrict Existing Detached ADU to the same dimensional requirement of new detached, shall not exceed 1,200 square feet or 50 % of living space whichever is less.***

***Second by Council Vice President Michitson. Motion passed 3-0***

***Motion by Council Vice President Michitson to approve the document (ADU Revision # 2) as amended for the full Council's consideration, Second by Councilor Toohey. Motion passed 3-0***

Meeting adjourned 7:25 PM

Respectively submitted,

Melinda E. Barrett, Chairperson

Administrative and Finance Committee

February 23, 2023

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**DOCUMENTS REFERRED TO COMMITTEE STUDY**

79-F	Communication from Councillor Sullivan requesting to introduce Kathleen Fitts, Gale Park Assoc. to request the city replace the Gale Park Fountain in fiscal year 20	NRPP	6/25/19
89-V	Communication from Councillor McGonagle requesting a discussion about school bus safety	Public Safety	9/17/19
11	Communication from Councilor Jordan requesting to introduce Steve Costa of Citizens for Haverhill Fire to discuss Mayor's CIP and occupational cancer	Public Safety	1/7/20
34-P	Communication from Councillor Sullivan requesting a discussion regarding the disposal of cremated remains on public property	NRPP	3/17/20
69-O	Communication from President Barrett and Councillor Sullivan requesting discussion on illegal fireworks in the City	Public Safety	7/28/20
86-D	Communication from Councillor Michitson requesting to address economic development ideas resulting from the pandemic	Planning & Dev.	8/11/20
89-C	Mayor Fiorentini submits final recommendations of Matrix Company	NRPP	9/15/20
91	Petition from Wady & Jewnifer Grullon requesting to purchase city property that abuts their property at 14 Silver Birch Ln; Assessor's Map 574, Block 1 Lot 7	NRPP	9/15/20
91-C	Petition of Michael DeLuca requesting to purchase surplus city land on River St., Map 538, Block 419B, Lots 20, 21, 22, 23	NRPP	12/15/20
27-E	Communication from Councillor Sullivan requesting to introduce Debbie Lyons, to explain having legal permitting system as it relates to establishing permitting/licensing process to allow for "Bow Hunter Tree Stands" to be placed on trees on City properties when hunting is allowed in season	NRPP	3/2/21
27-J	Communication from Councillor Michitson requesting to re-start discussion on way ahead for residential zoning in Haverhill	Planning & Dev.	3/9/21
50	Councillor Jordan requests on behalf of Tom Riley, 195 Kingsbury Ave., to have city surplus land that abuts his property, Map 768, Block 50, Lot 85A on Lincolnshire Ave.	NRPP	4/6/21
27-X	Councillor Daly O'Brien requests discussion re: cars parking on Concord St. sidewalks and possibility of city providing off-street parking	NRPP	4/6/21
50-U	President Barrett and Vice President LePage request discussion about composting options	Citizens Outreach	5/18/21
50-W	Councillor McGonagle requests to discuss an option to reward first responders and frontline workers to receive bonus for working through pandemic	Public Safety	5/18/21
94	Councillor Macek process of private profit organizations using public property	A&F	10/19/21
91-P	Councillor Michitson requests city adjust its process on how it handles 61A process	Planning & Dev.	12/7/21

5-F	Councillor Michitson request study between Mayor and City Council budgetary powers	Citizens Outreach	1/25/22
5-G	Councillor Michitson request adjusts process on how it handles 61, 61A, and 61B	Planning & Dev.	2/1/22
5-W	Communication from Councillor Sullivan and Councillor Lewandowski to discuss Atherton Housing parking needs downtown.	NRPP	4/5/22
118-G	Communication from Vice President Michitson to send to develop city policies to incentivize Building & business park developers to use sustainable & environmentally friendly practices.	Planning & Dev	10/25/22
119	Councillor Sullivan motion for ADU ordinance and zoning refer to A&F	A&F	12/6/22 1/4/23
8	Communication from Councillor Sullivan discussion regarding giving private contract snow Plow operators fuel allowance	A&F	1/10/23



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COLIN F. LEPAGE  
*VICE PRESIDENT*  
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JOHN A. MICHITSON  
THOMAS J. SULLIVAN  
TIMOTHY J. JORDAN  
MICHAEL S. MCGONAGLE  
MARY ELLEN DALY O'BRIEN  
WILLIAM J. MACEK



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**LONG TERM MATTERS STUDY LIST**

- 38-F Communication from Councillors Barrett and LePage requesting to discuss double poles in the City  
A & F 3/15/16, 9/6/16, 11/3/16, 1/17/17, 5/11/17, 10/24/17, 3/6/19
- 26E City of Haverhill – Mayor's Recommendations, Capital Improvement Program – 2016-2020  
A & F 5/31/16, 11/3/16, 5/11/2017, 7/25/17, 2/15/18, 3/6/19, 4/17/19
- 93-L Communication from President Michitson requesting to introduce Dave Labrode to discuss street tree plantings  
NRPP 8/7/18, 2/28/19, 2/27/20
- 38-J Communication from Councillor Macek requesting a discussion about reserve parking spaces at City Hall designated for Registry of Motor Vehicles  
NRPP 3/19/19, 2/27/20
- 13-Y Communication from Councillor LePage to discuss accounting of revenue funds received from Licensed Marijuana establishments & their allocation to mitigate costs and impacts to city  
A & F 3/12/19, 8/5/19
- 89-D Communication from Councillors LePage, Michitson, Jordan requesting discussion on reducing exposure of persons under 21 yrs. of age to outdoor advertising (billboards) of marijuana products and zoning regulations pertaining to smoke and/or vapor stores in Haverhill  
A & F 7/23/19, 8/16/19

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February 23, 2023

To: Kaitlin Wright  
City Clerk

Re: **Cancellation of City Council Meeting – March 21, 2023**

Dear Ms. Wright:

The City Council meeting scheduled for Tuesday, March 21, 2023 in the Theodore Pelosi, Jr. City Council Chambers has been cancelled due to the Mayor's State of the City address.

Sincerely,

Timothy J. Jordan, President  
Haverhill City Council

TJJ/lab