

**SITE PLAN REVIEW TECHNICAL ADVISORY COMMITTEE
PORTSMOUTH, NEW HAMPSHIRE**

**CONFERENCE ROOM A
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE**

2:00 PM

April 2, 2024

ACTION SHEET

The meeting began at 2:00 p.m.

I. APPROVAL OF MINUTES

- A.** Approval of minutes from the March 5, 2024 Site Plan Review Technical Advisory Committee meeting minutes.

*The committee voted to **approve** the March 5, 2024 minutes.*

II. OLD BUSINESS

- A.** The request of **RIGZ Enterprises LLC (Owner)**, for property located at **822 Rt 1 Bypass** requesting Site Plan review approval to demolish the existing building and construct a new commercial building as well as associated paving, stormwater management, lighting, utilities and landscaping. Said property is located on Assessor Map 160 Lot 29 and lies within the Business (B) District. (LU-23-209)

*The committee voted to recommend **approval** to the Planning Board with the following **conditions**:*

To be satisfied prior to submission to the Planning Board submission:

- 1. All permanent drainage to be installed will need drainage easements from the lots connected.*
- 2. Meet with DPW to determine hookup fees.*
- 3. Provide an easement plan.*
- 4. Proposed utilities must be installed in Burkitt Street, not in grass strip.*
- 5. Change 6" fire service into a 6" main with flushing hydrant at the end. Connect fire services and domestic services to the new 6" main. Connect 2" service for adjacent property to the 6" main, cut and cap all old services for both properties as necessary at water main on Dennett.*
- 6. Need for third party oversight of work in City right of way to be determined by Department of Public Works.*

7. *Burkitt Street shall be milled & overlaid after the conclusion of utility work.*
8. *Dumpsters must be moved 10' further toward the back of building for sight distance. No manholes shall be covered by the dumpsters.*
9. *Outline of the roof overhanging the front sidewalk must be shown on plans.*
10. *The light pole, LP1, shall be moved closer to the building, away from the stormwater main, and out of DOT right of way.*
11. *The light pole 2 must be moved closer to the parking lot entrance and the Route 1 Bypass.*
12. *A light pole shall be added to the west entrance of the parking lot out of the NHDOT right of way.*
13. *All drain manholes must have inverts.*
14. *The Stormwater Management Operations and Maintenance Manual shall include language detailing that an annual report on maintenance operations shall be submitted to the City of Portsmouth Department of Public Works.*
15. *Please provide documentation from NHDOT for work to be completed in the NHDOT right of way.*
16. *Site plan amendment needed for 806 Rt 1 bypass property to show new drain line.*
17. *Utility plans need to be updated to show utilities in pavement area of Burkitt St.*

III. NEW BUSINESS

- A. The request of **ZJBV Properties LLC (Owner)**, For property located at **180 Islington Street** requesting a Conditional Use Permit in accordance with Section 10.1112.14 of the Zoning Ordinance to provide 0 parking spaces where 9 are required. Said property is located on Assessor Map 137 Lot 19 and lies within the Character District 4-L2 (CD4-L2) and Historic district. (LU-24-27)

*The committee voted to recommend **approval** to the Planning Board with the following **conditions**:*

To be satisfied prior to submission to the Planning Board submission:

1. *Applicant shall submit an updated parking demand analysis that must include current and proposed dimensions of parking area on site and vehicle designations.*
2. *Proposed plans shall not have any parking blocking the sidewalk.*
3. *Front area should be striped for scooter and motorcycle parking.*

- B.** The request of **635 Sagamore Development LLC (Owner)**, For property located at **635 Sagamore Avenue** requesting Site Plan approval for the removal of the existing structures and construction of 4 single-family dwellings on one lot with associated site improvements. Said property is located on Assessor Map 222 Lot 19 and lies within the Single Residence A (SRA) District. (LU-24-34)

*The committee voted to **postpone** this application until the May meeting.*

- C.** The request of **15 Middle Street Real Estate Holding CO LLC (Owner)**, For property located at **15 Middle Street** requesting Site Plan approval for the addition of 3 residential units in an existing commercial building. Said property is located on Assessor Map 126 Lot 12 and lies within the Character District 4 (CD4), Downtown Overlay, and Historic Districts. (LU-24-35)

*The committee voted to recommend **approval** to the Planning Board with the following **conditions**:*

To be satisfied prior to submission to the Planning Board submission:

- 1. Information on sustainable/green practices used for interior construction will be provided.*
- 2. The development agreement from Juliet Walker will be provided.*
- 3. Waiver requests for site review agreement and associated surety will be provided.*

IV. ADJOURNMENT

The meeting adjourned at 3:53 p.m.