SITE PLAN REVIEW TECHNICAL ADVISORY COMMITTEE PORTSMOUTH, NEW HAMPSHIRE

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

Members of the public also have the option to join the meeting over Zoom (See below for more details)*

2:00 PM March 4, 2025

<u>AGENDA</u>

I. APPROVAL OF MINUTES

A. Approval of minutes from February 4, 2025 Site Plan Review Technical Advisory Committee Meeting.

II. NEW BUSINESS

A. The request of Walter D. Hett Trust (Owner), for property located at 0 Banfield Road and Peverly Hill Road requesting Preliminary and Final Subdivision Approval and Site Plan Review Approval to subdivide one lot into 5 new residential lots with associated site improvements. Said property is located on Assessor Map 255 Lot 2 and lies within the Single Residence A (SRA) District. (LU-25-22)

III. ADJOURNMENT

*Members of the public also have the option to join this meeting over Zoom, a unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser:

https://us06web.zoom.us/webinar/register/WN fJIfW-kUSgq4FNqw -gbLg

SITE PLAN REVIEW TECHNICAL ADVISORY COMMITTEE PORTSMOUTH, NEW HAMPSHIRE

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

2:00 PM February 4, 2025

MEMBERS PRESENT:

Peter Stith, Chairperson, Planning Manager; David Desfosses, Construction Technician Supervisor; Patrick Howe, Deputy Fire Chief; Peter Britz, Director of Planning & Sustainability; Shanti Wolph, Chief Building Inspector; Zachary Cronin, Assistant City Engineer, Eric Eby, Parking and Transportation

Engineer; Vincent Hayes; Planner I

MEMBERS ABSENT: Mike Maloney; Deputy Police Chief

ADDITIONAL

STAFF PRESENT: Stefanie Casella, Planner II; Kate Homet, Environmental

Planner

MINUTES

[3:33] Chairman Stith opened the meeting.

I. APPROVAL OF MINUTES

- **A.** Approval of minutes from November 21, 2024 Site Plan Review Technical Advisory Committee Meeting.
- **B.** Approval of minutes from December 3, 2024 Site Plan Review Technical Advisory Committee Meeting.

[3:47] P. Britz made a motion to recommend approval of the November minutes and P. Stith noted a typo on the agenda, the minutes were from November 5th not November 21st. P. Britz also added the December meeting minutes to the motion to be approved as presented. P. Howe seconded the motion. The motion passed unanimously.

II. OLD BUSINESS

A. The request of **One Market Square (Owner),** for property located at **1** (*15*) **Congress Street.** The applicant requested, and received, a 1-year extension to the Site Plan approval

from the Planning Board on November 16, 2023. The purpose of this submission is to request an additional 1-year extension of the February 2023 approval to February 16, 2025.

[5:02] John Chagnon of Haley Ward, came to present this application and noted that they needed an extension and noted that their intent is to follow through with the approved 115 Congress plans due to the appeal period for that project still being open. He noted that the comments received by DPW were acceptable and could be part of the record that goes to the Planning Board. A discussion continued about the DPW comments regarding sewer manholes. Mr. Chagnon noted the dates of the approved plan sets and stated that nothing had been changed on the plans. He had prepared a PTAP report and did some minor revisions to the drainage analysis, but they had not been submitted. Offsite improvements to the 115 Congress site were discussed and a set of offsite improvement plans had not yet been approved by DPW.

[9:55] P. Britz made a motion to recommend an approval for granting an additional 1-year extension as presented. D. Desfosses seconded the motion. The motion passed unanimously.

III. ADJOURNMENT

The meeting adjourned at 2:07 p.m.



City of Portsmouth, New Hampshire Subdivision Application Checklist

This subdivision application checklist is a tool designed to assist the applicant in the planning process and for preparing the application for Planning Board review. A pre-application conference with a member of the planning department is strongly encouraged as additional project information may be required depending on the size and scope. The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision review requirements. Please refer to the Subdivision review regulations for full details.

Applicant Responsibilities (Section III.C): Applicable fees are due upon application submittal along with required number of copies of the Preliminary or final plat and supporting documents and studies. Please consult with Planning staff for submittal requirements.

Owner:	WA	LTER	HET	IT TRU	ST	Date Submitted:	14	PEB	2025
Applicant:	CI	HNBU	26	DEVEL	-DPME	NT			
Phone Number	r:(603-8	368 -	5995	E-mail: <u></u>	Sammis	e ch	inburg	. com
Site Address 1:				ROAD				V	S Lot: Z
Site Address 2:		PEVE	264	HILL	POA	D		. —— Мар:	

	Application Requirements					
V	Required Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)	Waiver Requested			
V	Completed Application form. (III.C.2-3)	ONLINE	N/A			
	All application documents, plans, supporting documentation and other materials provided in digital Portable Document Format (PDF) on compact disc, DVD or flash drive. (III.C.4)	ONLINE	N/A			

Requirements for Preliminary/Final Plat				
	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
	Name and address of record owner, any option holders, descriptive name of subdivision, engineer and/or surveyor or name of person who prepared the plat. (Section IV.1/V.1)	SUBDIVISION PLAN (SP)	☑ Preliminary Plat ☑ Final Plat	N/A

$ \overline{\mathbf{Q}} $	Requirements for Pro Required Items for Submittal	Item Location	Dogwisod for	Maire
۳	nequired items for Submittal	(e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
V	Preliminary Plat Names and addresses of all adjoining property owners. (Section IV.2) Final Plat Names and addresses of all abutting property owners, locations of buildings within one hundred (100) feet of the parcel, and any new house numbers within the subdivision.	SP	☑ Preliminary Plat ☑ Final Plat	N/A
V	(Section V.2) North point, date, and bar scale. (Section IV.3/V3)	Required on all Plan Sheets	☑ Preliminary Plat ☑ Final Plat	N/A
C	Zoning classification and minimum yard dimensions required. (Section IV.4/V.4)		☑ Preliminary Plat ☑ Final Plat	N/A
	Preliminary Plat Scale (not to be smaller than one hundred (100) feet = 1 inch) and location map (at a scale of 1" = 1000'). (Section IV.5) Final Plat Scale (not to be smaller than 1"=100'), Location map (at a scale of 1"=1,000') showing the property being subdivided and its relation to the surrounding area within a radius of 2,000 feet. Said location map shall delineate all streets and other major physical features that my either affect or be affected by the proposed development. (Section V.5) Location and approximate dimensions of all	SP	☑ Preliminary Plat ☑ Final Plat	N/A
V	existing and proposed property lines including the entire area proposed to be subdivided, the areas of proposed lots, and any adjacent parcels in the same ownership. (Section IV.6)	SP	☑ Preliminary Plat ☑ Final Plat	
	Dimensions and areas of all lots and any and all property to be dedicated or reserved for schools, parks, playgrounds, or other public purpose. Dimensions shall include radii and length of all arcs and calculated bearing for all straight lines. (Section V.6/ IV.7)	SP	☑ Preliminary Plat ☑ Final Plat	N/A
<u>}</u>	Location, names, and present widths of all adjacent streets, with a designation as to whether public or private and approximate location of existing utilities to be used. Curbs and sidewalks shall be shown. (Section IV.8/V.7)	SP	☑ Preliminary Plat ☑ Final Plat	

Requirements for Preliminary/Final Plat					
	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested	
∨	Location of significant physical features, including bodies of water, watercourses, wetlands, railroads, important vegetation, stone walls and soils types that my influence the design of the subdivision. (Section IV.9/V.8)	SITE PLAN	☑ Preliminary Plat ☑ Final Plat		
	Preliminary Plat Proposed locations, widths and other dimensions of all new streets and utilities, including water mains, storm and sanitary sewer mains, catch basins and culverts, street lights, fire hydrants, sewerage pump stations, etc. (Section IV.10) Final Plat Proposed locations and profiles of all proposed streets and utilities, including water mains, storm and sanitary sewer mains, catchbasins and culverts, together with typical cross sections. Profiles shall be drawn to a horizontal scale of 1"=50' and a vertical scale of 1"=5', showing existing centerline grade, existing left and right sideline grades, and proposed centerline grade. (Section V.9)	NO NEW STREETS	☑ Preliminary Plat ☑ Final Plat		
	When required by the Board, the plat shall be accompanied by profiles of proposed street grades, including extensions for a reasonable distance beyond the subject land; also grades and sizes of proposed utilities. (Section IV.10)	NIA	☑ Preliminary Plat ☑ Final Plat		
	Base flood elevation (BFE) for subdivisions involving greater than five (5) acres or fifty (50) lots. (Section IV.11)	NOT IN FHZ	☑ Preliminary Plat ☑ Final Plat		
V	For subdivisions of five (5) lots or more, or at the discretion of the Board otherwise, the preliminary plat shall show contours at intervals no greater than two (2) feet. Contours shall be shown in dotted lines for existing natural surface and in solid lines for proposed final grade, together with the final grade elevations shown in figures at all lot corners. If existing grades are not to be changed, then the contours in these areas shall be solid lines. (Section IV.12/ V.12)	SITE PLAN	☑ Preliminary Plat ☑ Final Plat		

Requirements for Preliminary/Final Plat					
Ø	Required Items for Submittal Item Location (e.g. Page/line or Preliminary / Final Plan Sheet/Note #) Required for Preliminary / Final Plat				
	Dates and permit numbers of all necessary permits from governmental agencies from which approval is required by Federal or State law. (Section V.10)	N/A	☐ Preliminary Plat ☑ Final Plat		
	For subdivisions involving greater than five (5) acres or fifty (50) lots, the final plat shall show hazard zones and shall include elevation data for flood hazard zones. (Section V.11)	NOT IN	☐ Preliminary Plat ☑ Final Plat		
	Location of all permanent monuments. (Section V.12)	TBD-RNAL	☐ Preliminary Plat ☑ Final Plat		

General Requirements ¹				
Ø	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested	
	1. Basic Requirements: (VI.1) a. Conformity to Official Plan or Map b. Hazards c. Relation to Topography d. Planned Unit Development	SP		
	2. Lots: (VI.2)a. Lot Arrangementb. Lot sizesc. Commercial and Industrial Lots	SP	G	
	a. Relation to adjoining Street System b. Street Rights-of-Way c. Access d. Parallel Service Roads e. Street Intersection Angles f. Merging Streets g. Street Deflections and Vertical Alignment h. Marginal Access Streets i. Cul-de-Sacs j. Rounding Street Corners k. Street Name Signs l. Street Names m. Block Lengths n. Block Widths o. Grade of Streets p. Grass Strips	W/A		
	4. Curbing: (VI.4)	NA		
	5. Driveways: (VI.5)	UTILITY SITE PU	HV	
	6. Drainage Improvements: (VI.6)	NIA		
	7. Municipal Water Service: (VI.7)	UTILITY SP		
	8. Municipal Sewer Service: (VI.8)	UTILITY SP		
	9. Installation of Utilities: (VI.9) a. All Districts b. Indicator Tape	TBD		
₩	10. On-Site Water Supply: (VI.10) 11. On-Site Sewage Disposal Systems: (VI.11)	NA		
H	11. On-Site Sewage Disposal Systems: (VI.11) 12. Open Space: (VI.12)	IVIFS		
	a. Natural Features b. Buffer Strips c. Parks d. Tree Planting	WA	a)	
	 13. Flood Hazard Areas: (VI.13) a. Permits b. Minimization of Flood Damage c. Elevation and Flood-Proofing Records d. Alteration of Watercourses 	NIA		
	14. Erosion and Sedimentation Control (VI.14)	TBD		

M	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
	15. Easements (VI.15) a. Utilities b. Drainage	TBD	
	16. Monuments: (VI.16)	BNA2	
	17. Benchmarks: (VI.17)	FINAL	
	18. House Numbers (VI.18)	TRD	

Design Standards				
	Required Items for Submittal	Indicate compliance and/or provide explanation as to alternative design	Waiver Requested	
1.	Streets have been designed according to the design standards required under Section (VII.1). a. Clearing b. Excavation c. Rough Grade and Preparation of Sub-Grade d. Base Course e. Street Paving f. Side Slopes g. Approval Specifications h. Curbing i. Sidewalks j. Inspection and Methods	N/A		
2.	Storm water Sewers and Other Drainage Appurtenances have been designed according to the design standards required under Section (VII.2). a. Design b. Standards of Construction	N/A		
3.	Sanitary Sewers have been designed according to the design standards required under Section (VII.3). a. Design b. Lift Stations c. Materials d. Construction Standards	N/A		
4.	Water Mains and Fire Hydrants have been designed according to the design standards required under Section (VII.4). a. Connections to Lots b. Design and Construction c. Materials d. Notification Prior to Construction	N/A		

Applicant's/Representative's Signature:

Date: (2.14.25

 $^{^{\}rm 1}\,{\rm See}$ City of Portsmouth, NH Subdivision Rules and Regulations for details. Subdivision Application Checklist/January 2018



AUTHORIZATION Chinburg Development Subdivision Peverly Hill & Banfield Road, Portsmouth, New Hampshire

I, Shawna Sammis, of Chinburg Development, hereby authorize representatives of Haley Ward, Inc., to represent our interests before land use boards of the City of Portsmouth and any other State and / or federal agency necessary to obtain permits from, for the above referenced property, and to submit any and all applications and materials related thereto on our behalf. I am the holder of a valid purchase and sales agreement on the property.

Date: 1/28/2025 Shawna Sammis

Shawna Sammis



AUTHORIZATION Chinburg Development Subdivision

Peverly Hill & Banfield Road, Portsmouth, New Hampshire

I, Walter D. Hett, Trustee, of the Walter D. Hett, Trust, hereby authorize representatives of Haley Ward, Inc., to represent our interests before land use boards of the City of Portsmouth and any other State and / or federal agency necessary to obtain permits from for the above referenced property, and to submit any and all applications and materials related thereto on our behalf.

Date: __

Walter D. Hett, Trustee



200 Griffin Road, Unit 3, Portsmouth, NH 03801 Phone (603) 430-9282 Fax 436-2315

14 February 2025

Peter Stith, TAC Chair City of Portsmouth 1 Junkins Avenue Portsmouth, NH 03801

RE: Request for TAC Review at Peverly Hill Road & Banfield Road, Tax Map 255, Lot 2

Dear Mr. Stith and TAC Members:

On behalf of Chinburg Development, we are pleased to submit the attached plan set for <u>Technical</u> <u>Review</u> for the above-mentioned project and request that we be placed on the agenda for your <u>March</u> **4, 2025,** Meeting. The project is the subdivision of an existing parcel into five new residential lots with the associated and required site improvements. As required under the Portsmouth Subdivision Ordinance we are required to bring the project to the Technical Advisory Committee (TAC) as a part of the approval process.

The site is currently vacant, approximately 8.5-acre parcel that is located within the SRA Zoning District. The applicant has entered into a Purchase and Sale Agreement with the owner. The site is bifurcated by an existing wetland and wetland buffer. Two proposed lots would access Peverly Hill Road, and three would access Banfield Road. The applicant is proposing to connect each lot to the public sewer, water, and power and communications systems located within/along Peverly Hill Road and Banfield Road.

The following plans are included in our submission:

- Subdivision Plan This plan shows the proposed lot lines.
- Subdivision Site Plan This plan shows the site building envelopes.
- Utility Site Plan This plan shows proposed utility connections

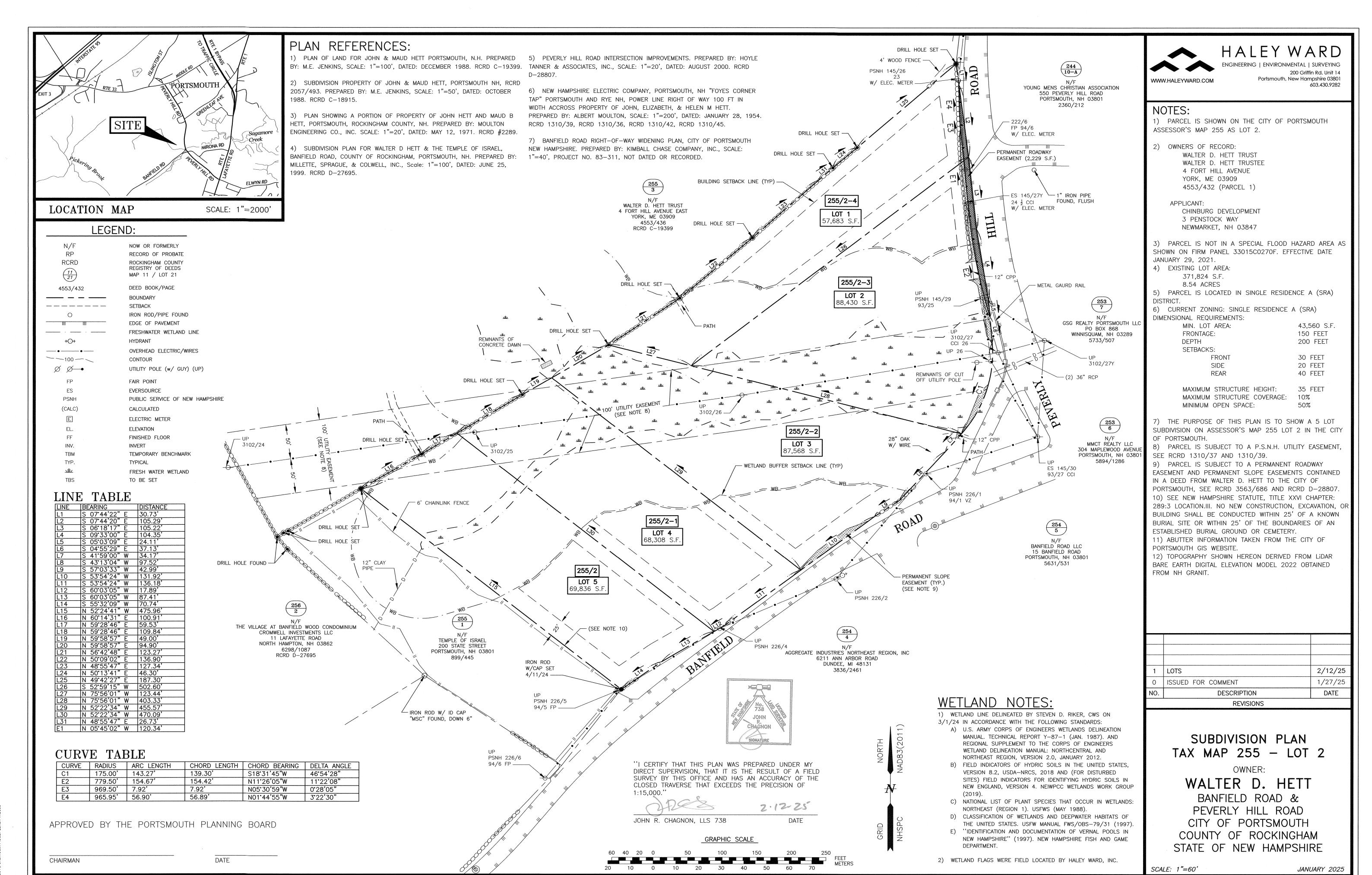
We look forward to an in-person presentation and TAC review of this submission.

Sincerely,

Jon Whitten, Jr., PE (Maine)

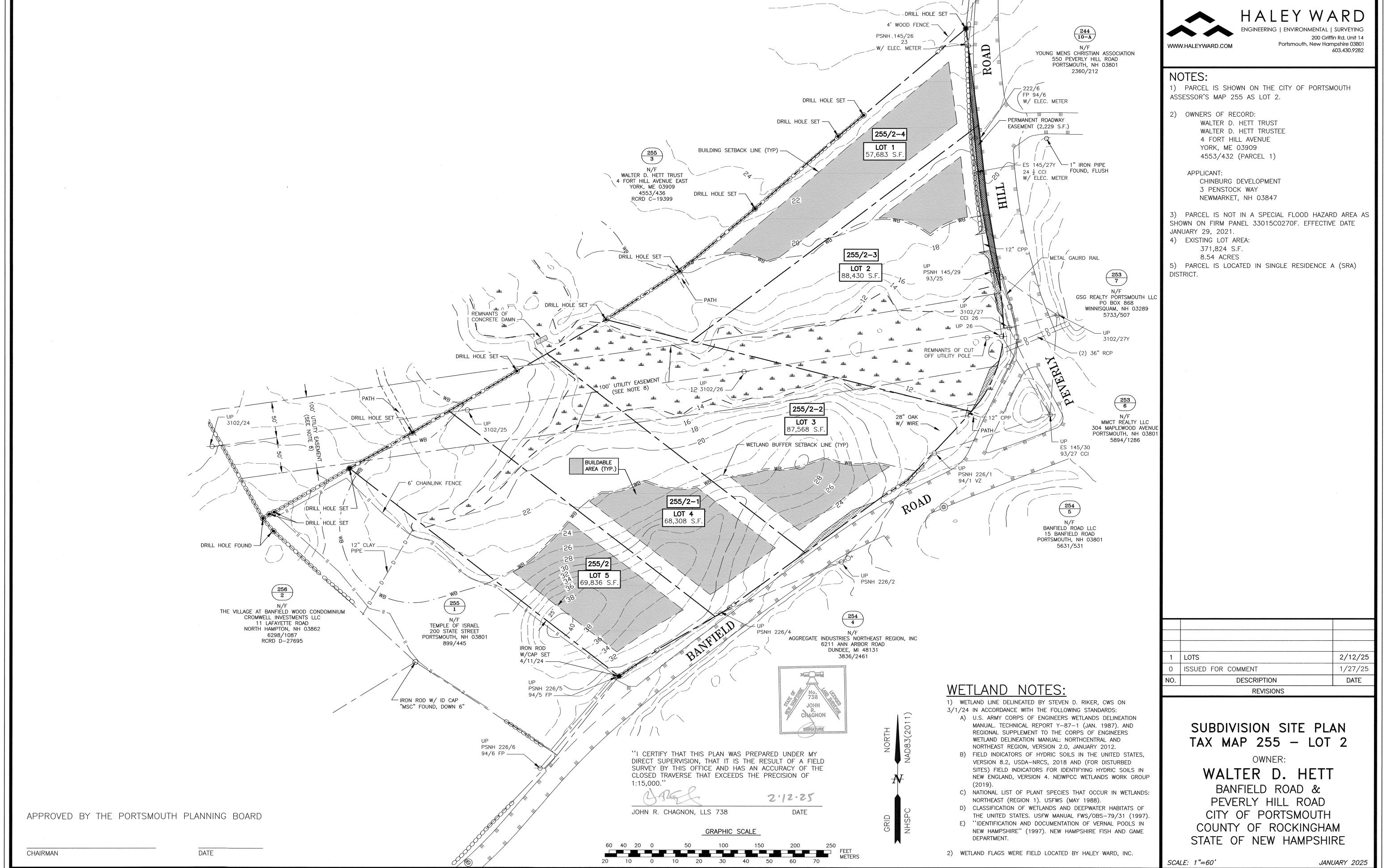
Senior Project Manager

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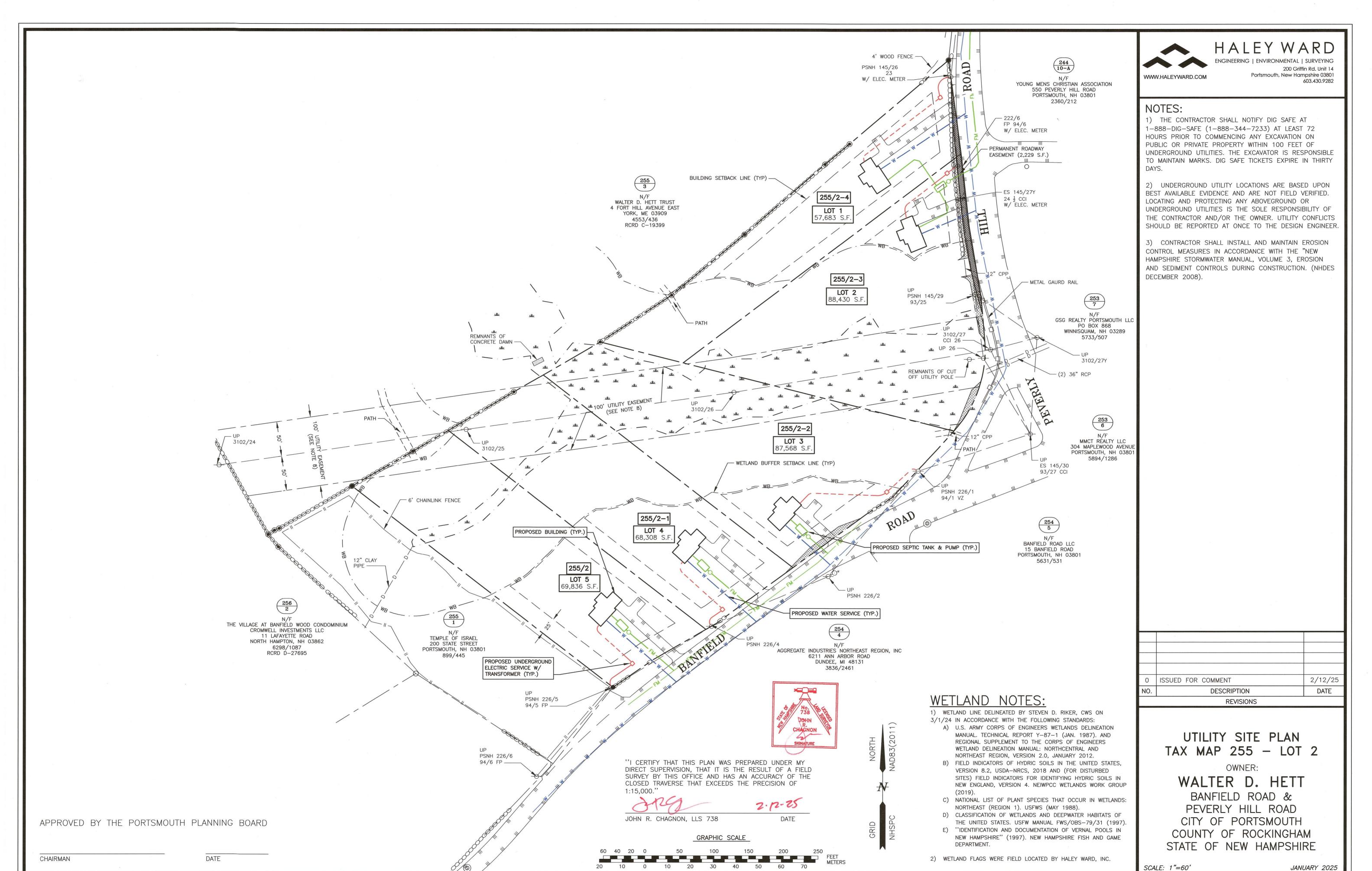


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