

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

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

2:00 PM

December 2, 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 (via Zoom); Mike Maloney; Deputy Police Chief; Vincent Hayes; Planner II

MEMBERS ABSENT:

ADDITIONAL

STAFF PRESENT: Jennifer Crockett, Administrative Assistant I

MINUTES

I. APPROVAL OF MINUTES

P. Britz made a motion to take all of the minutes together and approve as presented. Z. Cronin seconded the motion. The motion passed unanimously.

- A.** Approval of minutes from June 3, 2025 Site Plan Review Technical Advisory Committee Meeting.

The June 3, 2025 meeting minutes were approved as presented.

- B.** Approval of minutes from July 1, 2025 Site Plan Review Technical Advisory Committee Meeting.

The July 1, 2025 meeting minutes were approved as presented.

- C.** Approval of minutes from September 2 , 2025 Site Plan Review Technical Advisory Committee Meeting.

The September 2 , 2025 meeting minutes were approved as presented.

- D.** Approval of minutes from October 7, 2025 Site Plan Review Technical Advisory Committee Meeting.

The October 7, 2025 meeting minutes were approved as presented.

II. OLD BUSINESS

- A. POSTPONED PENDING BOA APPROVALS** The request of **Robert M. Snover Revocable Trust (Owner)**, for property located at **58 Humphrey's Court** requesting the Subdivision of an existing parcel into two new residential lots with the associated and required site improvements. The proposed "Lot 1" is 5,003 square feet with 80 feet of frontage and the proposed "Lot 2" is 5,002 square feet with 104.81 feet of frontage. The creation of the proposed lots would require the removal of the existing structure. Said property is located on Assessor Map 101 Lot 47 and lies within the General Residence B (GRB) and Historic Districts. **POSTPONED PENDING BOA APPROVALS (LU-25-108)**
- B. REQUEST TO POSTPONE** The request of **Brora LLC (Owner)**, for property located at **150 Portsmouth Boulevard** requesting Site Plan Review Approval for the construction of three (3), six (6) story multifamily residential buildings with associated site work including parking, driveway access, utility, drainage, landscaping, and lighting improvements and reconstruction of Portsmouth Boulevard in front of the development. Said property is located on Assessor Map 213 Lot 12 and lies within the Office Research (OR) and Gateway Neighborhood Overlay (GNOD) Districts. **REQUEST TO POSTPONE (LU-25-114)**

DISCUSSION AND DECISION OF THE BOARD

The request was postponed to the January 6, 2026 meeting.

III. NEW BUSINESS

- A.** The request of **Rye Port Properties LLC (Owner)**, for property located **2299 Lafayette Road** requesting Site Plan Review Approval for the demolition of the existing structure and construction of a car wash facility with associated site improvements. Said property is located on Assessor Map 272 Lot 4 and lies within the Gateway Corridor (G1) District. (LU-25-141)

SPEAKING TO THE APPLICATION

[Timestamp 6:56] Jason Rice from Hang10 Carwash and engineer Paige Weidner (Zoom) from CESO Inc. came to present the application. Mr. Rice reviewed the business model of Hang10 Carwash. Ms. Weidner explained the flow of the site and the three variances granted by the BOA at their November 18 meeting. Due to comments received at the BOA the site was shifted to the East

in order to remove the building from the 100' wetland buffer and add more vegetation. The project will be going before the Conservation Commission at their December 10 meeting.

[Timestamp 13:12] P. Britz asked if they had considered moving the site closer to Lafayette Road to lessen the impact on the 100' wetland buffer. Ms. Weidner explained that they wanted to maintain the function of the shared driveway with Taco Bell, provided space for two cars to queue, and to provide space for firetruck access. D. Desfosses asked why they had so many vacuum stalls and about the potential of shifting the site to the right out of the wetland buffer. Mr. Rice explained that due to the time needed for customers to use the vacuums they had experienced congestion at their other sites and that at their Somerville, SC location they were adding more vacuum stalls to alleviate this issue. They found two rows of vacuums worked with their business model.

[Timestamp 16:48] Ms. Weidner proceeded to respond to the staff comments noting updates that will be made. For the requested green building statement Mr. Rice and Ms. Weidner explained the three underground 2,000 gallon reclaim tanks that would cycle the water from the carwash operation. D. Desfosses asked how water would leave the site. Mr. Rice explained the sewer connections and how the water from the reclaim tanks would go through an oil and water separator before going to the sewer. Ms. Weidner discussed the automatic doors for the carwash, the use of LED lighting, and the onsite stormwater filtration system. The use of the trench drain at the entrance of the car wash was clarified with emphasis that it is just for stormwater runoff and would not collect water from the car wash operation. TAC members noted that grades were missing from the site plans and asked for those to be added. It was also noted that the sizing of the armored overflow outlet for the stormwater detention pond was too small and that it needed to be properly sized for the site.

[Timestamp 24:56] E. Eby commented on the traffic directional striping on the site and asked if physical curbing or breakaway reflectors could be added. A discussion continued about traffic flow, firetruck access, and signage for drivers. TAC members discussed the multi-use trail confirming that an Easement is in place and noting that the trail should be 10 feet wide and that the existing ramp connections would need to be straightened out. D. Desfosses asked for a fence with screen to be added around the vacuum area up to Lafayette Road in order to prevent trash debris from being blown by the wind into the wetland.

[Timestamp 32:38] P. Howe was concerned about the firetruck movement template and noted that there was not enough room to turn around and that the firetrucks would need to get around the building. Mr. Rice described the stop bars located at the pay stations for height limits to the car wash and that the LPR cameras had a max mounting height of 9 feet. Potential options were discussed for firetruck access around the building, and it was requested that a solution be worked out.

[Timestamp 36:16] TAC members commented on the need for the application to go before the Conservation Commission and that changes to the plan would likely arise from that meeting affecting any TAC decision. Mr. Rice noted that pre-meeting discussions with staff previous pavement would be used where the development would be within the 100' wetland buffer.

PUBLIC HEARING

The public hearing was opened, no one spoke, the public hearing was then closed.

DISCUSSION AND DECISION OF THE BOARD [Timestamp 39:26]

P. Howe stated that the fire department would not work with removable bollards or anything similar. He was fine with physical curbing being added.

P. Britz asked about the landscape plan for the stormwater detention pond and requested more details about the plantings and that a maintenance schedule be provided.

*D. Desfosses made a motion to **postpone** the application to the January 6, 2026 meeting. S. Wolph seconded the motion. The motion passed unanimously.*

- B.** The request of **Colbea Enterprises LLC (Owner)**, for property located at **1980 Woodbury Avenue** requesting Site Plan Review Approval for the redevelopment of the site to include a 5,500 s.f. convenience store with six fueling islands and associated site improvements. Said property is located on Assessor Map 239 Lot 11 and lies within the Gateway Corridor (G1) District. (LU-25-163)

SPEAKING TO THE APPLICATION

[Timestamp 42:32] Chris Rice from TFMoran Inc. and Jay Hall and Michael Gazdacko (Zoom) from Colbea Enterprises, LLC came to present the application. Mr. Rice handed out copies of the site plan. Mr. Rice reviewed the application noting the previous TAC Work Sessions completed in November 2024, and October 14 and November 13, 2025. He also noted the variances received from the BOA and the subsequent removal of the drive through from the plans. The comments made from the last work session were addressed. Mr. Rice proceeded to respond to the staff comments noting changes that would be made and that a green building statement would be provided for the Planning Board submission.

[Timestamp 45:43] Z. Cronin asked about stormwater detention and if there was any infiltrating. Mr. Rice answered no, **it is** a line which is a requirement of DES. D. Desfosses asked for a note to be added about abandoning the existing sewer lateral from the road and to adjust the water service notes.

[Timestamp 47:26] TAC members asked where the hydrant was moved or if it was still in place. Mr. Rice was unsure and asked for confirmation from staff about staff comments.

[Timestamp 48:22] There was discussion about the sidewalk along Woodbury Avenue and the appropriate width around the utility access points. D. Desfosses asked that the plans show the sidewalk as 8 feet all around and to include the Easement to the City.

PUBLIC HEARING

The public hearing was opened, no one spoke, the public hearing was then closed.

DISCUSSION AND DECISION OF THE BOARD [Timestamp 51:07]

D. Desfosses made a motion to recommend approval of this application to the Planning Board with the following conditions:

- 1. That the final plan includes the sidewalk improvements along Woodbury Avenue.*

P. Britz seconded the motion. The motion passed unanimously.

- C. The request of PNF Trust of 2013 and 282 Middle Street, LLC (Owners), for property located at 84 Pleasant Street and 266, 270, 278 State Street requesting Site Plan Review approval that includes merging four lots and redevelopment of the site to include remodeling of existing structures and new construction to mimic the former Times Building and a new structure on the corner of State Street and Pleasant Street. The proposal includes 17 dwelling units, retail/commercial/restaurant space on the ground floor and 17 parking spaces in a car storage system and associated site improvements. Said property is located on Assessor Map 107 Lots 77-80 and lies within the Character District 4 (CD4), Historic and Downtown Overlay Districts. (LU-24-195)**

SPEAKING TO THE APPLICATION

[Timestamp 52:34] John Chagnon from Haley Ward, attorney Chris Mulligan from DTC Lawyers, and architect Michael Keane from Micheal J. Keane Architects, PLLC came to present the application. Mr. Chagnon handed out a response to staff comments and reviewed the application. He mentioned the variances granted at the BOA and that a certificate of approval was received at the HDC. Mr. Chagnon noted the requested cornices over the City sidewalk as part of the included license plan.

[Timestamp 58:18] Mr. Chagnon proceeded to respond to staff comments noting changes that would be made. D. Desfosses said they would need a license for the swing gate for access to the transformer. Mr. Chagnon noted that they would look at non-swing options as well for the gate.

D. Desfosses noted that the utility pole box was located on top of a City sewer line. He requested that a note be added that the final position will be approved per DPW. D. Desfosses also requested that Church Street be added to note 10 on plan C3.

[Timestamp 1:04:46] Mr. Chagnon requested that they be allowed to ask for a license agreement for the bollards protecting the gas meters. He submitted photos of alternate locations. TAC members discussed the replacement of the sidewalks and wanted it noted on the plans that the sidewalks would conform to city standards, that 3rd party oversight would be required for work in the right-of-way, and that the details regarding the pitch be updated. D. Desfosses requested to add a note to the plans that any street lighting gets preserved in place, replaced, or reconstructed as appropriate by the contractor and is approved by DPW.

[Timestamp 1:08:28] P. Stith asked that the guest parking requirement be added to the parking calculations. TAC members asked for clarification regarding the automatic parking system, safety measures, and expressed concern over how tight the parking maneuvering will be and the potential of cars backing out onto Church Street. Mr. Keane and Mr. Chagnon reviewed the process of the automatic parking system and noted that a final manufacturer had not been selected yet. Mr. Keane explained that the turning maneuvers were conservative and developed using a LOS template per the consultant. Discussion continued around the street parking for guests. P. Howe noted that cars were often over the line and in the street for those spaces, which could affect the turning template. Attorney Mulligan asked if there was the possibility of sliding the parking spaces closer to State Street.

PUBLIC HEARING

[Timestamp 1:18:25] Barbara Jenny and Matthew Beebe [Zoom] of 94 Pleasant Street - expressed concern regarding the location of the transformer and the potential for vibrations along the shared wall and sound disturbance to their tenants. They asked if there was potential to relocate the transformer or provide them with information that their property and tenants will not be negatively affected, such as decibel levels and vibrations. They requested clarification about the demolition plan of the wall. Ms. Jenny also stated she would like better communication with the developer.

Mr. Keane and Mr. Chagnon then addressed some of the comments made by Ms. Jenny and Mr. Beebe.

DISCUSSION AND DECISION OF THE BOARD [Timestamp 1:23:16]

P. Howe asked if the 1st floor commercial property required two exits, if so the two shown on the plan would not satisfy the requirements due to the lack of separation. Mr. Keane noted that they were considering connecting the space with the old restaurant, which would provide the separation between exits, and that there is the possibility of adding an exit to the stairwell to the basement.

P. Britz made a motion to recommend approval of this application to the Planning Board with the following conditions:

- 1) License required for transformer doors that open across city property.*
- 2) Please provide an easement plan that shows easement for the conduit connected to the transformer located on private property.*
- 3) Include notes on the utilities plan to cut and cap existing water and sewer services.*
- 4) Delete note 9 on utility plan. Contractor to make utility connection.*
- 5) Cut in a wye for sewer connection and include a cleanout in the sidewalk for testing.*

- 6) *Roof drain connection to the drainage system should be a sweep, not a 90 degree turn. Remove cleanout.*
- 7) *Electrical in Court Street should be under sidewalk North of Pleasant Street intersection with Court Street.*
- 8) *Work with Eversource to move utility poles PSNH 3/11 and PSNH 4/14 to maintain ADA compliant sidewalks and not interfere with proposed underground electric.*
- 9) *Address the neighbors concern about the sound distribution and vibration of the transformer and that there is vetted coordination that the building alcove is appropriately designed.*
- 10) *Third party inspection required for work in the right-of-way.*

P. Howe seconded the motion. The motion passed unanimously.

- D.** The request of **Ralph 1912 LLC (Owner)**, for property located at **175 Fleet Street** requesting Site Plan Review approval for the addition of two new food service structures with associated site improvements. Said property is located on Assessor Map 117 Lot 8 and lies within Character District 5 (CD5) and Historic District. (LU-25-152)

SPEAKING TO THE APPLICATION

[Timestamp 1:28:26] John Chagnon from Haley Ward, Tracey Kozak from ARCove Architects, and Mark McNabb, property owner, came to present this application. Mr. Chagnon handed out a response to staff comments and reviewed the application. Ms. Kozak handed out new renderings of the proposed food kiosks. Mr. Chagnon proceeded to respond to staff comments noting changes that would be made. The applicant is requesting a license agreement from the City to use a portion of the property to place the trash totes. Mr. Chagnon noted that kiosk #2, the dividing wall, and tables (site plan Sheet 201) are proposed to be moved south, this has been submitted to the HDC along with the revised renderings of the kiosks.

[Timestamp 1:35:52] Z. Cronin noted that the existing sewer service needs to be cut and capped. D. Desfosses asked for clarification regarding the water and electricity connections for the kiosks. Mr. McNabb stated that the existing services connected to Gilley's would be used. D. Desfosses asked if there was enough room for two transformers, as Eversource may require different voltages.

[Timestamp 1:39:23] TAC members discussed how the project would intersect with the Newbury Way project and asked for clarification regarding grading and drainage and impacts to the parking garage. Mr. Chagnon clarified that they would run drainage toward Fleet Street, the design is not determined yet. S. Wolph noted that a shoring plan stamped by a structural engineer and approved by the City would be required to ensure no damage occurred to any surrounding structures. Mr. McNabb stated that they would not know many details for a shoring plan until they started knocking down Haven Court. Relief drilling would be used to remove the ledge, no blasting. A pre ledge removal survey was conducted, and they will hit ledge at 5 feet, this is true for the surrounding

buildings as well. The Newbury Way project will start once any of the surrounding projects commence (JJ. Newbury building, 175 Fleet, or 1/15 Congress Street).

[Timestamp 1:48:33] Z. Cronin noted that the three entrances for the grease trap should come into the same chamber. P. Howe asked if there would be cooking in the kiosks and if they would have vent hoods. Mr. McNabb explained that the kiosks will have minimal cooking and will have small vent hoods. Further details will be determined later as they are not designed yet. D. Desfosses asked if a fire hydrant would need to be added and if so where it might be placed. P. Howe did not believe another hydrant would be needed.

PUBLIC HEARING

[Timestamp 1:53:06] The public hearing was opened, no one spoke, the public hearing was then closed.

DISCUSSION AND DECISION OF THE BOARD [Timestamp 1:54:06]

D. Desfosses made a motion to recommend approval of this application to the Planning Board with the following conditions:

- 1) Everything proposed on city property (Garbage totes, bike racks, and landscaping) will require City Council approval.*
- 2) Please provide a green building statement.*
- 3) The two food kiosks will need to be individually licensed per health department requirements.*
- 4) Any fencing as required by the liquor commission or used to divide the site is required to go to the HDC.*
- 5) Bathrooms cannot be connected to the grease trap. Show separate sewer line that does not route through grease trap.*
- 6) A shoring plan stamped by a structural engineer shall be provided to ensure there will be no undermining of any structure along Newbury Way.*
- 7) A CMMP is required*

Z. Cronin seconded the motion. The motion passed unanimously.

- E.** The request of **John Galt LLC (Owner)**, for property located at **14 Market Square** requesting a Conditional Use Permit from Section 10.112.14 to allow 4 parking spaces where 8 are required. Said property is located on Assessor Map 107 Lot 29 and lies within the Character District 5 (CD5) and Historic District. (LU-25-142)

SPEAKING TO THE APPLICATION

[Timestamp 1:55:25] John Chagnon from Haley Ward, Tracey Kozak from ARCove Architects and Mark McNabb, property owner, came to present this application. Mr. McNabb and Mr. Chagnon reviewed the application for the change of use from offices to apartments. They had previously been approved by the Planning Board for coliving units but had a hard time adapting to the conditions put in place. D. Desfosses asked if there are parking spaces on the lot. Mr. McNabb explained they were built on the lot line and had no space for parking. Mr. Chagnon explained the parking demand study conducted.

Mr. McNabb proceeded to respond to the staff comment regarding spaces for bicycles. He stated that spaces could be provided in the common basement off of the Daniel Street entrance or provided at off site at one of his other nearby buildings.

PUBLIC HEARING

The public hearing was opened, no one spoke, the public hearing was then closed.

DISCUSSION AND DECISION OF THE BOARD [Timestamp]

Z. Cronin made a motion to recommend approval of this application to the Planning Board with the following conditions:

1) 4 bike spaces need to be provided.

D. Desfosses seconded the motion. The motion passed unanimously.

IV. ADJOURNMENT

The meeting was adjourned at 3:58 PM