

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

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

2:00 PM

February 3, 2026

MEMBERS PRESENT:

Peter Stith, Chairperson, Planning Manager; David Desfosses, Construction Technician Supervisor; Chad Putney, Fire Prevention Officer; Peter Britz, Director of Planning & Sustainability; Shanti Wolph, Chief Building Inspector; Zachary Cronin, Assistant City Engineer, Eric Eby, Parking and Transportation Engineer; Mike Maloney; Deputy Police Chief; Vincent Hayes; Planner I

MEMBERS ABSENT:

ADDITIONAL

STAFF PRESENT: Kate Homet, Environmental Planner and Sustainability Coordinator; Stefanie Casella, Senior Planner; Jennifer Crockett, Administrative Assistant I

MINUTES

I. APPROVAL OF MINUTES

A. Approval of the **January 6, 2026** meeting minutes.

P. Britz moved to approve the January 6, 2026 meeting minutes as presented, seconded by D. Desfosses.

II. OLD BUSINESS

A. **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)**

- B. REQUEST TO POSTPONE** The request of **Sagamore Avenue CBC LLC (Owner)**, for property located at **1151 Sagamore Avenue** requesting Site Plan Review approval for the demolition of the existing structure and construction of four (4) standalone condominium single family structures with associated site improvements. Said property is located on Assessor Map 224 Lot 19 and lies within the Mixed Residential Office (MRO) District. **REQUEST TO POSTPONE (LU-25-178)**

DISCUSSION AND DECISION OF THE BOARD

P. Britz made a motion to postpone Item II. A 150 Portsmouth Boulevard and Item II. B 1151 Sagamore Avenue to the March meeting. D. Desfosses seconded the motion. The motion passed unanimously.

- C.** The request of **Double MC LLC (Owner)**, for property located at **134 Pleasant Street** requesting Site Plan Review approval for redevelopment of the site to include reuse and expansion of the existing structure, and construction of a new structure, for residential and commercial uses with associated site improvements. Said property is located on Assessor Map 116 Lot 30 and lies within the Character District 4 (CD4). (LU-25-138)

SPEAKING TO THE APPLICATION

[Timestamp 5:39] John Chagnon from Haley Ward, Tracey Kozak from ARCove Architects, and Mark McNabb, property owner, came to present the application. Mr. Chagnon handed out a response to staff comments. He reviewed the responses, clarifying that the health club mentioned in the plans was a placeholder and has been updated to say professional office as they do not have a tenant in place. C. Putney asked about a turning template for firetrucks. Mr. Chagnon said they will add it to the existing truck-turning templates.

[Timestamp 10:07] Mr. Chagnon reviewed the parking calculations and the origin of the 40 foot right of way easement. Rebecca Brown arrived as an additional member of the project presentation. D. Desfosses recommended that a license be acquired for the construction of the proposed drain line and catch basin instead of an easement. The license will be for the pipe, and the construction will also require a stormwater permit. Mr. Chagnon stated that the new foundations will be waterproofed and that the basement will be engineered to resist groundwater. He reviewed the courthouse parking spaces that would be relocated. E. Eby said there were more than 7 spaces for the courthouse parking. Seven are within the easement, but there are additional spaces further up, resulting in a loss of spaces with the reconfiguration. Mr. Chagnon said they were creating three new spaces in the Parrott Avenue parking lot. This was further discussed between Mr. Chagnon and E. Eby.

[Timestamp 20:26] Mr. Chagnon reviewed and discussed the ramp to the garage with E. Eby. Mr. McNabb expressed that the ramp location helped reduce public confusion as the garage is a private use not a public one. Mr. Chagnon finished reviewing the staff comments. He mentioned that the design has been updated, and 4 additional apartments have been added. E. Eby asked about how they would manage public confusion around parking with the public Parrott Avenue parking lot being adjacent to the site and would this involve signage and paid after-hour parking as is currently

done. Mr. McNabb said they did not have a set plan in place and that they would have to see what the behavior is. This will also depend on what use is in the empty street level unit. C. Putney stated that they will need two separate towers for life safety purposes. For life safety purposes the site will be considered as having one building.

[Timestamp 28:57] P. Stith asked Ms. Kozak about the locations of the additional 4 apartments. She explained that two were added to each building. Mr. McNabb clarified that they did not add any square footage or height. S. Wolph asked for clarification about the total number of apartments and the number of Type A. Ms. Kozak stated there is one Type A accessible and that the rest are Type B. Mr. McNabb added that all the apartments would be serviced by elevators.

PUBLIC HEARING

[Timestamp 31:21] The public hearing was opened, no one spoke, the public hearing was then closed.

DISCUSSION AND DECISION OF THE BOARD

[Timestamp 31:37] TAC members reviewed typos in the submitted materials. P. Stith stated that he was not convinced that the roof below meets the intent of the penthouse. Ms. Kozak explained that the roof below was lower than the roof beside it making it a stepped roof and that there is no high roof in that location. That roof is a canopy over the entrance. They are measuring to that instead of the top floor. S. Wolph asked for clarification that the bedrooms were at least 7 square feet, as some of them are pretty small. Ms. Kozak explained that they are designed to fit a minimum of a queen bed with 2 feet all around – 9 feet minimum. E. Eby asked if there was a barrier between the parking spaces and the bicycle spaces in the underground parking. Mr. McNabb said there will be a standing half wall. The parking was further discussed.

[Timestamp 37:42] Mr. Chagnon stated that the change to office put them into the greater than 10,000 square feet, so the site now needs a loading zone. On the plan two spaces have been stripped for loading, taking out two parking spaces. The loading zone will be signed 6am – 6pm, it can be used at night for parking. P. Britz stated that the biggest thing is the alternate plan, he did not have a problem recommending it to the Planning Board. They will have to prove that the easements work. City Council approval will be needed, and it may be beneficial if received before going to Planning Board. This was further discussed. Z. Cronin stated third party oversight will be needed for work in the right-of-way and that a detailed foundation plan to make sure it is not overloading the city stormwater system. D. Desfosses stated that everything in the City's domain and the utility work on private property will need third party oversight and that the drainage system will require final approval from DPW before Planning Board submission.

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

- 1) City Council approval is needed for the proposed reconfiguration of traffic flow and parking spaces with easements.*

- 2) *Third party inspection required for utility work and work in the right-of-way and on City property.*
- 3) *Drainage system will require final approval from DPW before Planning Board submission.*
- 4) *Applicant must provide a license and easement plan.*
- 5) *Details of the foundation design will require DPW approval before a foundation permit can be issued.*
- 6) *Applicant must provide an updated truck turning template showing firetruck circulation layout and alternate circulation layout.*
- 7) *CMMP will be required.*

[Timestamp 42:32] S. Wolph asked if they had the intention to start construction before the Land Use process was finished. Mr. McNabb stated they did, for the existing building for work on the second floor and the stair tower outside. This was further discussed with TAC members. P. Britz suggested that a reference be made at the Planning Board.

P. Britz seconded the motion.

The motion passed unanimously.

III. ADJOURNMENT

The meeting adjourned at 2:42 PM.