



**PLANNING & DEVELOPMENT DEPARTMENT**  
**City Hall Annex**  
**33 Wakefield Street,**  
**Rochester, New Hampshire 03867-1917**  
**(603) 335-1338 - Fax (603) 330-0023**  
**Web Site: [www.rochesternh.net](http://www.rochesternh.net)**

**Notice of Decision of Minor Site Review**

<b>Applicant:</b>	Cozy Harbor LLC, Mark Smith
<b>Project location:</b>	168 No. Main Street
<b>Type of project:</b>	Change of Use; (Commercial to Multi Residential) 4 or 5 Units
<b>Case #</b>	121-226-DTC-23
<b>Date of decision:</b>	December 27, 2023 and January 24, 2024

Dear Mr. Smith,

Your application for the proposed Change of Use to change the use from Commercial to multi family (4 or 5 units) at 168 North Main Street, has been **approved** by the Special Site Review Committee.

168 North Main Street (Tax Map 121 Lot 347) has been approved to be converted to no more than five (5) dwelling units with no commercial units.

The following conditions shall apply:

1. Please submit floor plans for review by the planning department before submittal of the building permit.
2. Please submit a parking layout plan.
3. Compliance with NFPA 101 Ed. 2018 Chap. is required including installation of a 13R sprinkler system.
4. A Water/Sewer Connection Permit is required. The property currently has a ¾ inch water service. An upgrade may be required based on the demands of the conversion as well as the new sprinklers.
5. All exterior lighting shall be downcast and fully shielded to prevent spillover and glare.
6. This property has a No. Main Address, however the drive and access is off of Jackson. E-911 Committee may recommend a new address prior to the building permit.
7. Other permits. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project. Contact the City of Rochester's Building, Zoning and Licensing Department at 332-3508 regarding building permits. Please also contact the City of Rochester Fire Department at 330-7182 to ensure that the proposed building meets all Fire Codes. Finally, please contact the Department of Public Works for any stormwater, sewer, or water permits or fees that are required.

APPEAL PROCESS: Pursuant to RSA 677:15, an aggrieved party may appeal this decision to the Strafford County Superior Court within 30 days of the date the Board voted to approve or disapprove the application, or to the ZBA pursuant to RSA 676:5, III within 30 days of the date the Board made its decision.

Thank you for working with City Staff through this process. If you have any questions, please contact the Planning Department (603-335-1338).

Sincerely,



Shanna B. Saunders  
*Director, Planning and Community Development*

cc: File  
SP-23-7