

MINUTES

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

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

2:00 PM

OCTOBER 30, 2018

MEMBERS PRESENT: Juliet Walker, Chairperson, Planning Director; Peter Britz, Environmental Planner; Nicholas Cracknell, Principal Planner; David Desfosses, Engineering Technician; Eric Eby, Parking and Transportation Engineer; Carl Roediger, Fire Department and Robert Marsilio, Chief Building Inspector

MEMBERS ABSENT: n/a

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I. APPROVAL OF MINUTES

- A. Approval of minutes from the October 2, 2018 Site Plan Review Technical Advisory Committee Meeting – Unanimously approved.

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II. OLD BUSINESS

A. The application of **Clipper Traders, LLC, Owner**, for property located at **105 Bartlett Street, Portsmouth Lumber and Hardware, LLC, Owner**, for property located at **105 Bartlett Street**, and **Boston and Maine Corporation, Owner**, for railroad property located between **Bartlett Street and Maplewood Avenue**, requesting Preliminary Subdivision Approval to consolidate and subdivide five lots and a portion of another into 5 lots, a right-of-way, and a remainder of one lot as follows:

- (1) Proposed Lot #1 having an area of 20,667 ± s.f. (0.4747 ± acres) and 143.44’ of continuous street frontage on Bartlett Street.
- (2) Proposed Lot #2 having an area of 51,952 ± s.f. (1.1927 ± acres) and 80.91’ of continuous street frontage on Bartlett Street and 386.88’ of continuous street frontage on a proposed right-of-way.
- (3) Proposed Lot #3 having an area of 102,003± s.f. (2.3417 ± acres) and 809.23’ of continuous street frontage on a proposed right-of-way.
- (4) Proposed Lot #4 having an area of 61,781 ± s.f. (1.4183 ± acres) and 481’± of continuous street frontage on a proposed right-of-way.
- (5) Proposed Lot #5 having an area of 177,435 ± s.f. (4.0733 ± acres) and 297.42’ of continuous street frontage on a proposed right-of-way.
- (6) Proposed Right-of-Way having an area of 69,621 ± s.f. (1.5983 ± acres).

- (7) Map 164 Lot 4 reducing in area from 13 ± acres to 4.7 ± acres and having 75'± of continuous street frontage on Maplewood Avenue, and decreasing intermittent street frontage of 234'± on Bartlett Street to 105'± of continuous street frontage on Bartlett Street.

Said properties are shown on Assessors Map 157 as Lots 1 & 2 and Assessors Map 164 as Lots 1, 2, 3, and 4 and are located within the Character District 4-W (CD4-W) and Character District 4-L1 (CD4-L1) Zoning Districts. (This application was postponed at the October 2, 2018 Technical Advisory Committee Meeting.)

Voted to **recommend Site Plan approval** with the following stipulations:

Conditions to be completed prior to Planning Board submission

All of these revisions shall be reviewed and approved by the Planning Department and Public Works Department prior to final submission to Planning Board. The Planning Department shall manage the review process by staff.

1. Lot 5 shall have an accessible ADA parking space identified.
2. The proposed access easements to benefit Lot 3 across Lots 1 and 2 shall be eliminated. Access to Lot 3 shall be via the proposed subdivision road only.
3. The street name sign detail on Sheet D2 shall be updated to current MUTCD standards, with only the first letter capitalized.
4. Applicant shall provide a letter from Eversource confirming how electricity service will be provided and the potential extent of impacts to the surrounding neighborhood in order to extend service. These impacts shall be known prior to subdivision approval.
5. The plans shall be updated to show existing and proposed utilities servicing each lot. The plans should also identify where cross easements may be required to provide service connections that run across multiple lots. Services shown shall include sewer, gas, water, storm drainage, power, communications and access. A new water main shall be provided under the proposed road and a note shall be added to the plans that service lines for Lots 4 and 5 shall be relocated to the new line once operational. A note shall be added to the plan that water line sizing shall be based on the outcome of the Water Capacity Analysis.
6. The sewer easement shall be revised to continue across the proposed cul-de-sac area continuously. The sewer easement shall be shown independent of the roadway and shall follow the sewer line for its entirety.
7. The applicant shall verify that the location of the proposed sidewalk along the subdivision road is buildable as shown. Any required relocating of utilities shall be noted and provided for.
8. Where parking spaces are located along existing buildings on Lot 2, the plans shall be revised to add breaks in the landscaping or other mechanisms to improve pedestrian connections to existing building entrances.
9. The subdivision plan for Lot 4 shall include a note verifying that landscaping shall be maintained to provide adequate line of sight from the driveway.
10. Working with the Planning Department, the applicant shall agree to specified time frames for the transfer of ownership and completion of proposed improvements to be incorporated into conditions subsequent as described below.

11. Easements that are to be relocated or to remain shall be documented on the proposed easement plan
12. Easement plans shall be updated to include provision of a water access easement and road access easement to benefit City. Draft deeds shall be submitted for Planning Board review.

Conditions Precedent (to be completed prior to the recording of the subdivision)

1. As the applicant does not anticipate recording the final plat prior to construction of the road and utilities, the final subdivision approval shall require a subdivision bond adequate for the completion of these improvements. All improvements shall be completed within the specified time frame agreed upon prior to Planning Board approval.

Conditions Subsequent (to be completed after recording of the subdivision)

1. If future development is proposed on the lots on the roadway, the placement and orientation of the angled parking spaces along the roadway may need to be adjusted. This will be reviewed during the Site Plan Review approval process.
2. The applicant shall coordinate with the City's consultant to complete a Water Capacity Analysis using the City's capacity modeling and shall modify the water service design as required. The private water line that currently feeds lots 4 and 5 shall be either replaced or abandoned depending on the outcome of the Study. All modifications shall be reviewed and approved by the DPW.
3. Any future development of Lot 5 may require modifications and relocation of the gas line. Any modifications shall be reviewed and approved by the City through the Site Plan Review process.
4. As the applicant is seeking this subdivision approval as a condition of final acquisition of the property from PanAm, a condition of final approval of the subdivision by the Planning Board shall be that the transfer of ownership from PanAm to the applicant shall occur within the specified time frame agreed upon prior to Planning Board approval.
5. Final design and construction of the road and utility improvements shall be subject to wetland conditional use permit approval and all applicable state and federal permits.
6. Proposed easements to the City shall be reviewed and approved by the Planning and Legal Departments prior to final adoption by the City Council.
7. Final road design and materials shall be reviewed and approved by the DPW prior to construction. Any modifications to the design that result in a revised layout from that approved by Planning Board shall require amended subdivision approval.
8. Applicant shall provide documentation of ownership rights and responsibilities for the private road to be constructed.

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III. NEW BUSINESS

A. The application of **Islamic Society of the Seacoast Area, Owner**, for property located at **686 Maplewood Avenue**, requesting Site Plan approval to construct a 2-story building for religious assembly with a footprint of 3,880 s.f. and Gross Floor Area of 5,333 s.f., with related paving, lighting, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 220 as Lot 90 and lies within the Single Residence B (SRB) District.

Voted to **postpone** to the December 4, 2018 Technical Advisory Committee Meeting.

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B. The application of **Two-Way Realty, LLC, Owner**, for property located at **120 Spaulding Turnpike**, requesting Site Plan approval to construct a 6,200 s.f. vehicle storage/parking lot expansion and a 20' x 60' one-story drive up service bay addition to an existing building, with related paving, lighting, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 236 as Lot 33 and lies within the General Business (GB) District and the Single Residence B (SRB) District.

Voted to **recommend Site Plan approval** to the Planning Board, with the following stipulations:

1. Sheets A1 – A2 shall be provided in the submitted materials for the Planning Board.
 2. Building code compliance information on travel distance to building egress shall be reviewed and approved by the Inspections Department prior to Planning Board approval.
 3. Application checklist shall be updated for consistency with submitted plans for Planning Board.
 4. The detail for the oil-water separator connection and reconnection shall be reviewed and approved by DPW prior to building permit approval.
 5. The applicant shall update the plans to show 5 bike parking spaces as required.
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III. ADJOURNMENT

A motion to adjourn at 3:50 p.m. was made, seconded and passed unanimously.

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Respectfully submitted,

Jane Shouse
Administrative Assistant
Planning Department