June 25, 2019

Juliet Walker, Planning Director
City of Portsmouth Municipal Complex
Planning Department
1 Junkins Avenue
Portsmouth, New Hampshire 03801

Re: Application for Conditional Use Permit and Administrative Site Plan Review
Assessor’s Map 240, Lot 1
225 Borthwick Avenue
Altus Project #P4892

Dear Ms. Walker:

On behalf of Liberty Mutual Insurance, Altus Engineering, Inc. (Altus) is pleased to submit an application package for an Inland Wetlands Conditional Use Permit and an Administrative Site Review Application to renovate the existing parking lot. The parking lot currently provides handicap accessible spaces and visitor parking. The existing parking lot will be regraded to reduce the pavement slope and to make all the spaces accessible. All the work will occur within the limits of the interior of the existing paved travelled way. No wetlands will be disturbed. No natural or vegetated wetland buffers will be impacted.

Enclosed please find the following for the Conservation Commission and Planning Board’s consideration:

- Application fee check
- 22 copies of the on-line City of Portsmouth Application
- Letter of Authorization from Liberty Mutual to Altus Engineering, Inc and Specialty Engineering, Group, LLC
- 22 sets of Liberty Mutual Insurance Hardscape Improvements Plans (2 full sized, 20 reduced)
- Conditional Use Permit Application materials
  - Partial Wetland Delineation Report by Joseph Noel dated December 22, 2018 (22 copies)
  - Conditional Use Permit Inland Wetland Protection District Memorandum of Support, dated June 2019 (22 copies)
  - 22 copies of the Conditional Use Permit Application Plan (2 full sized, 20 reduced)
- CD with pdf copies of the application package
Liberty Mutual is repairing their driveway and parking field in front of the main entrance. All the work is within the limits of the existing perimeter curbing. There are two manmade ponds that are landscape features but have been identified as City jurisdictional wetlands.

As always, Altus looks forward to working with the Planning Department on this renovation project. Please call me if you have any questions or need any additional information.

Sincerely,

[Signature]

Eric D. Weinrieb, PE
President

wde/4892-CityApp Cover Letter

Enclosure

Cc: Ken Martenson, Liberty Mutual
    Rich Talkowski, STR-SEG
Liberty Mutual Insurance
225 Borthwick Avenue

Assessor’s Parcel 231-58

Conditional Use Permit
Inland Wetland Protection District
Memorandum of Support

June 2019

Liberty Mutual Insurance is proposing to rehabilitate their parking lot at 225 Borthwick Avenue in Portsmouth. The project is not an expansion of use. It is an improvement to the function and safety. The existing parking lot currently provides handicap accessible and visitor parking for the office building. The renovated parking lot will eliminate the visitor parking and create additional handicap accessible spaces for the facility. In order to complete the work, the paved surfaces will need to be regraded to provide compliant grades, aisles, ramps, and access ways.

The majority of the parking lot and driveway infrastructure are within the 100-foot buffer to the manmade ponds. The parking lot was previously by the Planning Board when it was originally constructed. All of the work will occur within the limits of the existing pavement.

The runoff from the work area discharges via a closed drainage system into the existing manmade pond. There will be no changes in runoff. Temporary erosion control measures will be implemented to ensure that there is no degradation to the ponds during construction.

Conditional Use Permit
Criteria for Approval

1. *The land is reasonably suited to the use, activity or alteration.*
   The land area under consideration for impact is not in a natural state. It is an existing paved surface. The driveway and parking field will be slightly regraded and repaved. Thus, the existing use and future use remain the same.

2. *There is no alternative location outside the wetland buffer that is feasible and reasonable for the proposed use, activity or alteration.*
   It is not viable to eliminate the driveway and parking lot that services the office building. The building has been on the site since 1972 and predates the Inland Wetlands Protection
District Ordinance. This is not a new use or new disturbance but rather a pedestrian and vehicular safety enhancement for the facility.

3. **There will be no adverse impact on the wetland functional values of the site or surrounding properties.**
   The project neither increases nor decreases the impact to the existing lawn buffer. The primary buffer from the manmade ponds is lawn. We will not be making any changes to the vegetated portions. Thus, there will be no adverse impacts to the wetlands from the project.

4. **Alteration of the natural vegetative state or managed woodland will occur only to the extent necessary to achieve construction goals.**
   There will be no impacts to the natural vegetative state. All of the impacts will be within the existing paved surfaces. The buffer is a previously disturbed lawn.

5. **The proposal is the alternative with the least adverse impact to areas and environments under the jurisdiction of this section.**
   The proposed does not encroach into the lawn – buffer any further than it does today. It is the least impacting alternative to improve pedestrian and vehicular safety at the site.

Wde/4891 Criteria for Conditional use permit
December 22, 2018

Mr. Eric D. Weinrieb, P.E.
Altus Engineering, Inc.
133 Court Street
Portsmouth, New Hampshire  03801

RE: Partial Wetland Delineation, Liberty Mutual, Borthwick Avenue,
Portsmouth, New Hampshire, JWN #18-145

Dear Eric:

On December 3, 2018 and December 7, 2018, site visits were conducted at the above-referenced property. The purpose was to identify and flag a portion of the wetland boundaries represented by two ponds. Limits were designated in red on the plan provided for the fieldwork.

To determine the wetland boundary, the methodologies in the U.S. Army Corps of Engineers document *Corps of Engineers Wetlands Delineation Manual* (1987) along with the required *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region*, (Version 2.0) were used. Wetlands are usually identified based on soils, vegetation, and wetland hydrology. Except in special cases, all three factors (hydric soils, hydrophytic vegetation, and wetland hydrology) must be present for an area to classify as wetland. Since all three factors were not present where the delineation was requested (i.e., lack of vegetation and the constructed ponds would alter the soil conditions), professional judgment and an emphasis on wetland hydrology was used to determine the boundary.

The wetland boundary/edge of the ponds was field delineated with sequentially numbered pink wire flags (1-19 and A1-7). These flags were to be located by Doucet Survey, Inc. and placed on the project plans. These ponded areas appear to be man-made (from on-site observations only – no review of past project plans/wetland permitting has been conducted by the undersigned) The surface water (edge of pond) was delineated in the grass in several areas. This is most likely due to the unusually wet fall season. The northern pond that is between the front parking lot and Borthwick Avenue was completely delineated and the pond on the southern side of the parking lot was only delineated on the edge that will be affected by the reconstruction project.

Please feel free to call with any questions or if you need additional information.

Sincerely,

Joseph W. Noel

NH Certified Wetland Scientist #086
NH Certified Soil Scientist #017
NOTES:

1. The purpose of this plan is to provide information to support a Conditional Use Permit for the proposed 15,800 sq ft Site Plan.
2. TOTAL AREA OF RETAINS: 30,000 sq ft.
3. TOTAL AREA OF RETAINS BUFFER: 11,300 sq ft.
4. Contractors are responsible to verify all grades and may make adjustments to ensure positive drainage as part of their responsibility.
Liberty Mutual Insurance

Hardscape Improvements
225 Borthwick Avenue, Portsmouth, NH

SHEET INDEX

COVER SHEET: H0.0
TOPOGRAPHIC PLAN: H1.0
OVERALL SITE PLAN: H1.1
PROPOSED SITE PLAN: H1.2
STRIPING PLAN: H1.3
PROPOSED GRADING PLANS: H1.3-H1.4
DETAILS: H1.5

SCOPE DOCUMENT
Site plan has been generated from survey and is provided to aid in orientation and general bidding information. Contractor is responsible to field verify existing conditions and all measurements. Grading plan is provided to illustrate design intent for bidding purposes. Contractor shall verify all grades and may make adjustments to ensure positive drainage as part of his responsibility to avoid areas of standing water on finish pavements.

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SPECIALTY ENGINEERING GROUP LLC
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BEGOMONEE FALLS, WI 53021
TEL: 262 232 9700 | WWW.STR-SEG.COM

Liberty Mutual Insurance
175 Berkeley Street
Boston, MA 02116

LIBRARY PROJECT NUMBER
14643

LIBRARY NUMBER
04-100-00

DRAWING DATES
DATE NUMBER COMMENTS
15/21/19 ISSUED FOR BID AND PERMITTING
25/27/19 ISSUED FOR PERMITTING

STAMPED BY
AITUS ENGINEERS, INC.

SITE LOCATION MAP
BIRD EYE VIEW
Site plan has been generated from survey and is provided to aid in orientation and general bidding information. Contractor is responsible to field verify existing conditions and all measurements. Grading plan is provided to illustrate design intent for bidding purposes. Contractor shall verify all grades and may make adjustments to ensure positive drainage as part of his responsibility to avoid areas of standing water on finish pavements.
PROPOSED SITE PLAN

SCALE:

NORTH

SCOPE DOCUMENT

Site plan has been generated from survey and is provided to aid in orientation and general bidding information. Contractor is responsible to field verify existing conditions and all measurements. Grading plan is provided to illustrate design intent for bidding purposes. Contractor shall verify all grades and may make adjustments to ensure positive drainage as part of his responsibility to avoid areas of standing water on finish pavements.

CLIENT PROJECT NUMBER

DRAWING DATES

DATE   NUMBER   COMMENTS

1  05/21/19  ISSUED FOR BID AND PERMITTING

2  05/27/19  ISSUED FOR PERMITTING

CITY OF PORTSMOUTH CONTACT

DAVID DESFOSSES

PHONE: (603) 766-1411

EMAIL: djdesfos@pw.cityofportsmouth.com
Site plan has been generated from survey and is provided to aid in orientation and general bidding information. Contractor is responsible to field verify existing conditions and all measurements. Grading plan is provided to illustrate design intent for bidding purposes. Contractor shall verify all grades and may make adjustments to ensure positive drainage as part of his responsibility to avoid areas of standing water on finish pavements.
GRADING PLAN

DRAWING TITLE: SITE BENCHMARK

BM 1
BM 2

HARDSCAPE
IMPROVEMENTS
LM - Portsmouth
225 Borthwick Avenue, Portsmouth, NH

STR PROJECT NUMBER
CLIENT PROJECT NUMBER
DRAWING DATES

DATE
NUMBER
COMMENTS

ISSUED FOR BID AND PERMITTING
ISSUED FOR PERMITTING

SCALE:

CONSTRUCTION KEY

CONSTRUCTION NOTES:

1. EXISTING BUILDINGS AND CONTROLS SHOWN BY SOLID SURVEY LINE.
2. ALL INSULATED CURBS (E) SHOWN IN RED.
3. ALL INSULATED CURBS (E) SHOWN IN RED.
4. CURB AND GUTTER TO BE EXPOSED AT CORNERS OF CURB GUTTER.
5. CONCRETE CURB GUTTER TO BE EXPOSED.
6. FORWARD SURVEYING SHOWN AS DASHED LINE AND SHOWN TO BE CONCRETE CURB GUTTER.
7. SHOWN EXISTING CONSTRUCTION SHOWN AS DASHED LINE.
8. SHOWN EXISTING CONSTRUCTION SHOWN AS DASHED LINE.
9. SHOWN EXISTING CONSTRUCTION SHOWN AS DASHED LINE.
10. SHOWN EXISTING CONSTRUCTION SHOWN AS DASHED LINE.

SITE BENCHMARK:

LEVEL 1

LEVEL 2
The site plan has been generated from survey and is provided to aid in orientation and general bidding information. Contractor is responsible to field verify existing conditions and all measurements.

Grading plan is provided to illustrate design intent for bidding purposes. Contractor shall verify all grades and may make adjustments to ensure positive drainage as part of his responsibility to avoid areas of standing water on finish pavements.
4.5" ASPHALT REPLACEMENT

ASPHALT PATCHING AT RIGHT OF WAY

6" CONCRETE AT ADA PARKING AND WALK

5" CONCRETE WALK

5" STEEL BOLLARD W/ H/C. SIGN

STEEL POST W/ SIGNAGE

GRANITE COBBLE INFILL

ADA CURB RAMP AT BUILDING

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