

ACTION SHEET
REGULAR MEETING
PLANNING BOARD
PORTSMOUTH, NEW HAMPSHIRE

7:00 P.M.

CITY COUNCIL CHAMBERS

DECEMBER 16, 2004

CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

MEMBERS PRESENT: Kenneth Smith, Chairman; Deputy City Manager Cindy Hayden; John Sullivan; Thomas Ferrini, City Council Representative; Richard A. Hopley, Building Inspector; George Savramis, Raymond Will; Donald Coker, John Ricci and Alternate, Jerry Hejtmanek;

MEMBERS EXCUSED: n/a

ALSO PRESENT: David M. Holden, Planning Director
Lucy Tillman, Planner

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I. OLD BUSINESS

A. The application of **Engel Family Trust, Owner, and API of New Hampshire, Applicant**, for property located at **50 Campus Drive**, wherein site plan approval is requested to construct a 108.4' x 111', 12,032 ± s.f. 1-story addition to an existing structure, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 267 as Lot 23 and lies within an Industrial district.

Voted to **table** the application to the next regularly scheduled Planning Board meeting of January 20, 2005.

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B. The application of **Moray, LLC, Owner**, for property located at **235 Commerce Way**, wherein site plan approval is requested to construct a 170' x 150' (irregular) 26,422 ± s.f. 3-story office building, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 216 as Lot 1-8B and lies within the Office Research/Mariner's Village district.

Voted to **table** the application to the next regularly scheduled Planning Board meeting of January 20, 2005.
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II. PUBLIC HEARINGS

1. The application of the **City of Portsmouth, Owner**, for property located at **22 Deer Street**, wherein site plan approval is requested to construct a 16' x 23' addition to an existing building, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 118 as Lot 12 and lies within a Municipal district and Historic District A.

Voted to **grant** Site Review Approval.

2. The application of **Joli Ann Foucher, Owner**, for property located at **566 Greenland Road** where Final Subdivision approval is requested to subdivide one lot into two lots with the following: Lot 1 having a lot area of 1.6304+ acres and 89.54+ feet of continuous street frontage off Greenland Road and Lot 2 having a lot area of 1.5093 + acres and 89.53+ feet of continuous street frontage off Greenland Road, and lying in a zone where a minimum lot area of 15,000 s.f. and 100' of continuous street frontage is required. Said property is shown on Assessor Plan 258 as Lot 1 and lies within a Single Residence B district.

Voted to **grant Final** Subdivision approval, with the following **stipulations**:

1. Installation of permanent boundary monuments as per the requirements of the department of Public Works;
2. Submission of electronic data for this Plat as required by the Board's Regulations;
3. Depiction on the Plat of the approved driveway location and appropriate details;
4. That the Final Plat and deeds shall reflect a driveway easement to the benefit of the appropriate lot so as to cause for a shared driveway;
5. That driveway easement shall be approved as to content and form by the Legal Department and shall be caused to become a part of the chain of title for each lot as is appropriate;
6. Resolution or relocation of the fence to the satisfaction of the City.

3. The application of **Moray, LLC, Owner** for property located at **235 Commerce Way** and **Brora, LLC, Owner**, for property off **Portsmouth Boulevard** wherein Final Approval is requested for a lot line relocation whereby property located at 325 Commerce Way would have a lot area of 247,954 ± s.f. and 646.56' of street frontage and property located off Portsmouth Boulevard would have a lot area of 239,040 ± s.f. and 433.91' of street frontage, in a district where a minimum lot area of 3 acres and 300' of street frontage is required. Said properties are located in an Office Research/Mariner's Village district and are shown on Assessor Plan 213 as Lot 11 and Assessor Plan 216 as Lot 1-8B.

Voted to **table** the application to the next regularly scheduled Planning Board meeting of January 20, 2005.

4. The application of **6-16 Congress, LLC, Owner** for property located at **6-16 Congress Street**, wherein site plan approval is requested to construct a 12,465 ± s.f. 4 & 5 story mixed use structure, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 117 as Lots 37, 38 & 39 and lies within the Central Business B district and Historic District A. (This application was tabled at the November 2, 2004 TAC meeting.)

Voted to **grant** Site Review Approval subject to the following **stipulations**:

From the October 5, 2004 TAC meeting:

- 1) That an Easement Plan and License Plan shall be prepared for review and approval by the City Legal Department;
- 2) That it be determined what materials will be used for the streetscape, i.e. what is going to be new granite, what is going to be old granite, where will the new granite go and where will the old granite go;
- 3) That the egress to the National Block remain open so that they comply with City Codes;
- 4) That a detailed description be provided regarding sewer and a meeting with the Department of Public Works is recommended;
- 5) That Sidewalk Easements shall be prepared for review and approval by the City Legal Department;
- 6) That the termination of shut-offs be shown on the plans;
- 7) That walkway safety be addressed in the construction area and the Church Street and Congress Street area to protect pedestrians from falling objects;
- 8) That the roof drains be shown on the plans;
- 9) That details be provided on specifications for brick construction, concrete handicapped ramp, and lighting, and to be approved by DPW and Planning Department staff as appropriate;
- 10) That a determination be made for final paver material on Church Street, and to be approved by DPW and Planning Department staff as appropriate;
- 11) That tree species need to be identified, and to be approved by DPW and Planning Department staff as appropriate;
- 12) That electric metering should be shown on the plans;
- 13) That the sewer service shown on the plan should be 8" rather than 6";
- 14) That the water utility room should be shown on the detail sheet;
- 15) That the need for striping changes be referred to Traffic & Safety and a striping plan for Congress Street be submitted as part of the plans;
- 16) That trip generations be provided for existing development versus proposed development;
- 17) That lighting on Church Street be addressed;
- 18) That bike rack and bench specifications be provided for review and approval by DPW and the Planning Department staff to assure consistency with other downtown;
- 19) That the loading zone be widened to 40' on Congress Street;
- 20) That a note be added to the Demolition Site Plans stating that improvements and operation in the public right-of-way require approval from the City Council;
- 21) That the plans show a stand pipe for the automatic sprinkler system for the fire service in the basement and that the stand pipe be in service and available to supply water as each floor progresses during construction;
- 22) That the details for granite curbing should be set in concrete and the brick shall be to city specifications and that the detail show the granite banding insulation and detail on the curbing;
- 23) That the tree detail reflects the granite curbing that will surround it;

- 24) That the electrical transformer on the side of the building, is on the abutting property, and an Easement will need to be prepared and noted on the plans;
- 25) That a note be added to the plan indicating that a sewer discharge permit be obtained;

From the November 2, 2004 TAC Meeting:

- 26) That the four doors on Congress Street be recessed for safety purposes or have the doors swing into the building, if code compliant;
- 27) That a garage door be considered and researched so that further information can be provided at the next TAC meeting;
- 28) That a separate plan be prepared for signs and striping;
- 29) There are concerns over the landscaped area in the back of the building and there should either be a written agreement with the Porter Street abutters or it should be hardscaped;
- 30) That temporary arrangements for construction easements with the City need to be addressed, including the impact on abutters;
- 31) That construction hours will be added to the site plan;

From the November 30, 2004 TAC Meeting:

- 32) That there be a 5' clearance between the building and any obstructions to allow for snow plowing;
- 33) That a note be added to the Sign and Striping plan that all proposed pavement markings be ground off, suitable to DPW standards;
- 34) That the stop bar be at least 4' from the crosswalk;
- 35) That the roof drain be tied into the city drainage system;
- 36) That the hours of construction be modified on the plans to conform to the Zoning Ordinance, stating that Saturday hours are only allowed with the authorization of the Building Inspector;
- 37) That the ventilation grill be moved to the Church Street side and be placed at sidewalk level;

Stipulations from the December 16, 2004 Planning Board Meeting:

- 38) That the driveway leading into the garage be heated and so noted on the Site Plans;
- 39) That the walkway between the proposed building and the adjacent Odds Fellows Hall be heated and so noted on the Site Plans;
- 40) That a sidewalk curbcut detail (to include flaired sides if code compliant) be provided, which meets ADA standards, and be approved by DPW and so noted on the Site Plans;
- 41) That a Construction Management Plan be prepared by the applicant and approved by the City Manager, Director of Public Works, Director of Parking and Transportation, Police Chief, Fire Chief, and Building Inspector prior to a Building Permit being issued, and that the Construction Management Plan include a mechanism for communication with the North Church;
- 42) That the initial parking threshold shall be finalized and listed on the Building Permit as appropriate;
- 43) That by the passage of this plan, the Planning Board is recommending approval of the use of the right-of-way and license agreement for any encroachments in the City right-of-way to the City Council;
- 44) That all light fixtures shall be to City specs and so noted on the Site Plans;
- 45) That the developer shall provide the Porter Street abutters with the names, telephone number and cell phone numbers of the general contractor, all subcontractors and the on-site personnel in charge of any portion of the construction work;

- 46) That trash pickup and construction site deliveries shall be limited to allowed hours of construction work;
- 47) That construction lighting shall be limited to allowed hours of construction work and shall not spill onto or glare towards the Porter Street Townhouses; and
- 48) That all stipulations must be satisfied prior to the issuance of a building permit, except as noted by Planning Department staff.

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5. The application of **Harold J. Henry, Owner**, for property located at **235-245 Islington Street**, wherein site plan approval is requested to construct a 20' x 38' 3-story free standing building, with a 760 ± s.f. footprint, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 138 as Lot 45 and lies within the Central Business B district and Historic District A.

Voted to **grant** Site Review Approval subject to the following **stipulations**:

- 1) That all utilities on site shall be underground;
- 2) That the manhole shall be added to the Site Plan;
- 3) That the catch basin that the roof drains are tied into should be identified with the type and size of the pipe;
- 4) That it be determined whether the existing water feed is adequate for the new water service;
- 5) That a sewer clean out at the end of the sewer lateral shall be shown on the Site Plan;

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6. The application of **Parade Office, LLC, Owner**, for property located at **195 Hanover Street**, wherein revised subdivision approval is requested to remove the sewer easement across Lot 3 shown on Plan D-32144 recorded at the Rockingham County Registry of Deed. Said property is shown on Assessor Plan 125 as Lot 1 and lies within a Central Business district and Historic District B.

Voted to **grant** Revised Subdivision Approval.

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7. Notice is hereby given that the Planning Board is proposing to amend its Site Review Regulations as these pertain to membership on the Board's Technical Advisory Committee. Copies of the proposed amendment are on file at the Planning Department.

The proposed change was to recognize better the membership of the Board's Technical Advisory Committee.

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III. CITY COUNCIL REFERRALS/REQUESTS

A. Letters from Christ Episcopol Church and The Church of Jesus Christ of Latter-Day Saints

Voted to **table** the referral to the Planning Board meeting of February 17, 2005.

B. Parking Impact Fee

Voted to **approve** as presented a new Parking Impact Fee of \$1,200.

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IV. AMENDED SITE PLAN REVIEW

- 1) 72 Mirona Road, Mulberry Day Care – Guardrail placement

After discussion, the Board agreed with this amendment.

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V. ADJOURNMENT was had at approximately 9:50 p.m.

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This Action Sheet was prepared by Jane M. Shouse, Administrative Assistant in the Planning Department.