

ACTION SHEET
REGULAR MEETING
PLANNING BOARD
PORTSMOUTH, NEW HAMPSHIRE

7:00 P.M.

CITY COUNCIL CHAMBERS

MARCH 24, 2005

CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

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

MEMBERS EXCUSED: George Savramis

ALSO PRESENT: David M. Holden, Planning Director
Lucy Tillman, Chief Planner
Peter Britz, Environmental Planner

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I. PUBLIC HEARINGS

1. The application of **F-Series Realty, LLC, Owner** for property located at **215 West Road**, wherein site plan approval is requested for the construction of a 2-story, 2,500 ± s.f. addition to an existing structure and construction of a fenced in parking lot, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 267 as Lot 10 and lies within an Industrial district.

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

Stipulations from the February 1, 2005 TAC meeting:

- 1) That a reference be added to the Site Plan showing the driveway easement that crosses the property;
- 2) That more details on site lighting be added to the Site Plans;
- 3) That the drainage system be evaluated regarding volume to determine whether a better system could be developed;
- 4) That the Site Plans identify how trucks will turn around on the site, using signage and striping;
- 5) That the Site Plans clarify how the back gate will be used;
- 6) That the Site Plans reflect that only new vehicles will be stored on the site, and amended approval would be required to store any used vehicles on the site;
- 7) That the back gate be re-aligned;
- 8) That upright handicapped signs be placed in front of the handicapped parking spaces;

Stipulations from the March 1, 2005 TAC meeting:

- 9) That a turning template be added to the Site Plan;
- 10) That a note be added to the Site Plan indicating that no washing or repairing of vehicles is allowed on the site”;
- 11) That a note be added to the Site Plan indicating that no loading or unloading of vehicles is allowed off of West Road or any part of the right-of-way”;
- 12) That the Landscaping Plan be reviewed and approved by the Planning Department;
- 13) That the travel aisle in the rear line up with the gate entrance so that it is always accessible;

Stipulations from the March 24, 2005 Planning Board meeting:

- 14) That if the snow storage areas noted on the Site Plans are not adequate, then the excess snow will be removed from the site;
- 15) That the rear gate will remain locked at all times until such time that a City street is constructed along the rear of the property;
- 16) That all light poles be no higher than 20’;
- 17) That all light fixtures be Dark Sky Friendly and that the lighting plan be reviewed and approved by David Desfosses and the Planning Department;
- 18) That a maintenance report on the detention pond and swales be provided to the Department of Public Works on an annual basis.
- 19) That no cars in an inoperable or leaky condition will be allowed to park on the site;

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2. The application of **Northeast Credit Union, Owner**, for property located at **100 Borthwick Avenue**, wherein site plan approval is requested for the construction of a 2-story, 8,000 ± s.f. addition to an existing structure and expansion of the existing parking lot, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 259 as Lot 15 and lies within an Office Research district.

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

Stipulations from the February 1, 2005 TAC meeting:

- 1) That a meeting be scheduled with John Burke, David Desfosses and David Holden to discuss traffic, sidewalks and on-site signage;
- 2) That the traffic engineer provide a written report;
- 3) That the details of the PSNH easement be shown on the plans;
- 4) That an additional monitoring well be installed at the expense of the applicant next to the dumpster, with the location to be worked out with DPW;
- 5) That an easement be prepared to allow the City access to the monitoring wells;
- 6) That the ATM lighting be evaluated regarding the installation of buffering;
- 7) That the Lighting Plan be reviewed to determine what height the light poles should be;
- 8) That the Landscape Plan be approved by the Planning Department;

Stipulations from the March 1, 2005 TAC meeting:

- 9) That the dumpster as relocated on drawing dated March 1, 2005 be shown on the Site Plan;
- 10) That the tree clearing limit for the sidewalk be shown on the Site Plan;
- 11) That the sidewalks must be ADA accessible (details to be worked out with the DPW and the applicant)
- 12) That the City approved sidewalk that is not constructed should be shown on the Site Plans as constructed by others (details to be worked out with the DPW and the applicant);
- 13) That the sidewalk easement of 15' should be shown on the plan and the Easement Plan and Deed should be reviewed and approved by the Planning and Legal Departments;
- 14) That this matter be referred to the Traffic & Safety Committee for review;
- 15) That the Landscape Plan be reviewed and approved by the Planning Department;
- 16) That one set of revised Site Plans be annotated, showing all revisions, prior to the issuance of a building permit;

Stipulations from the March 24, 2005 Planning Board meeting:

- 17) That all light fixtures be Dark Sky Friendly and that the lighting plan be reviewed and approved by David Desfosses and the Planning Department;
- 18) That the fencing and landscaping along the rear of the property be maintained;
- 19) That two motorcycle pads shall be added to the front of the building and two motorcycle pads shall be added to the rear of the building;

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3. Pursuant to NH RSA 675:7 the City of Portsmouth Planning Board is conducting a Public Hearing for purposes of soliciting public comment on the **Planning Board's Proposed Master Plan** for the City. This draft Plan has been prepared in accord with the requirements contained in NH RSA 674:2. A partial listing of Plan sections/elements include the following: Vision; Land Use; Housing; Transportation; Community Facilities and Services; Economic Development; Natural Resources/Hazards; Recreation; Cultural/Historic Resources and the Arts; Social Services; and Implementation. Included within the Plan are appropriate exhibits, maps and illustrations. The Plan is based on the Board's Master Plan Planning Process that has developed accompanying supportive documents and reports; including, the *Existing Conditions and Trends Report* prepared in 2003. The Master Plan is available for public review at the following locations: The Portsmouth Public Library; the Office of the City Clerk at City Hall; the Office of the Planning Department at City Hall; and, at www.cityofportsmouth.com. The Public is hereby invited to attend this Hearing to participate in the consideration and adoption of this draft Plan.

Voted to adopt the Proposed Master Plan.

VI. ADJOURNMENT was had at approximately 8:30 p.m.

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