

**ACTION SHEET
SITE REVIEW TECHNICAL ADVISORY COMMITTEE**

2:00 P.M.

CITY COUNCIL CHAMBERS
MUNICIPAL COMPLEX, 1 JUNKINS AVENUE
PORTSMOUTH, NEW HAMPSHIRE

JANUARY 3, 2006

MEMBERS PRESENT: David Holden, Director, Planning Department, Chairman; David Allen, Deputy Public Works Director; Peter Britz, Environmental Planner; David Desfosses, Engineering Technician; Tom Cravens, Engineering Technician, Debbie Finnigan, Traffic Engineer; Steve Griswold, Deputy Fire Chief and Len DiSesa, Deputy Police Chief.

ALSO PRESENT: Lucy Tillman, Chief Planner

.....
I. PUBLIC HEARINGS

1. The application of **The Hill Unit Owners Association, by Paul Demars, President**, for property located **off Deer Street**, commonly known as "The Hill", wherein site plan approval is requested to add 13± new parking spaces, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 118 as Lot 26 and lies within a Central Business B, Historic A and Downtown Overlay Districts. (This application was tabled from the November 29, 2005 Technical Advisory Committee Meeting)

Voted to **table** this matter until the next regularly scheduled Technical Advisory Committee Meeting on Tuesday, January 31, 2006 at 2:00 pm and until the Planning Board meeting scheduled for Thursday, February 16, 2006 at 7:00 pm.

.....
2. The application of **Lewis A. and Ruth Cicero, Owners, and Changing Places, LLC, Applicant**, for property located **off Falkland Way** wherein site review approval is requested for the creation of 24 new town home units on a proposed 8 lot subdivision, with all of the proposed lots having access off of a proposed extension of Crescent Way extending through to Saratoga Way, with related paving, utilities, landscaping, drainage and associated site improvements. Said properties are shown on Assessor Plan 212 as Lot 123 and lies within a General Residence B District; (This application was tabled from the November 29, 2005 Technical Advisory Committee Meeting)

Voted to **approve** this application with the following stipulations:

Stipulations from the January 3, 2006 Technical Advisory Committee Meeting:

- 1) That prior to approval by the Planning Board a report shall be provided to DPW and the Planning Board either that there is approval by the adjacent property owners to the increased drainage flow or that some Agreement is in place to allow such drainage flow;
- 2) That the two outfall structures (one swale and one level spreader) shall be fully constructed and stabilized before use;
- 3) That a detail be added to the Site Plans showing an armored slope from both the outlet of the treatment swale and the bypass culvert to the toe of slope or the stone wall;

- 4) That Saratoga Way be widened to 24' for approximately 100' near the intersection with Raleigh Way where there is no parking and that the hydrant be relocated as required;
- 5) That the applicant shall meet with Debbie Finnigan, City Traffic Engineer, to review the revised Site Plans to make sure that Saratoga Way meets all requirements;
- 6) That the water line should be 10" CLDI connecting to the 8" main in the Raleigh Way intersection and to the future 10" on Crescent, with a 10" diameter stub to the Portsmouth Housing Authority property line so that the City could extend the line for a looped feed;
- 7) That a meeting be scheduled with the applicant and Tom Cravens and David Allen of DPW to discuss off-site improvements on the water mains;
- 8) That the Planning Department will review the "cut though" that is being used on private property and provide a report at the Planning Board meeting;
- 9) That a 10' vegetative buffer easement shall be prepared by the Applicant and reviewed and approved by the City Attorney;
- 10) That a stop line and stop sign shall be added to the Site Plans at the intersection of Saratoga and Raleigh Way;
- 11) That there shall be an independent inspector for the proposed roadway as this will eventually be a city street;
- 12) That the water service as shown crossing the lot line on Lot #1 shall be amended on the Site Plans;
- 13) That on the road profile, the sewer is shown very steep and a drop manhole should be added uphill to relieve the slope;
- 14) That a detail showing well drained material 2' below the treatment swale shall be added to the Site Plans so that the Field Contractor will be aware of it;
- 15) That it is recommended that the wooden guardrail detail be upgraded to a 6 x 8 post and 3 x 8 horizontal section;
- 16) That a full detail of the roadway cross section where it crosses the large existing ditch showing well graded fill under the road be added to the Site Plans; and
- 17) That language shall be added to the deeds of the two lots that border the wetland buffer, relative to the prohibition of dumping debris in the wetland buffer zone, and said language shall be approved by the Planning Department and the City Attorney;

.....

3. The application of **Marilyn Rath, Owner, and Portsmouth Fabric Company, Applicant**, for property located at **112 Penhallow Street** wherein site review approval is requested to construct a 679± s.f. second floor addition to the existing one story section of the building, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 106 as Lot 20 and lies within Central Business B, Historic A and Downtown Overlay Districts; (This application was tabled from the November 29, 2005 Technical Advisory Committee Meeting)

Voted to **approve** this application with the following stipulations:

Stipulations from the January 3, 2006 Technical Advisory Committee Meeting:

- 1) That a note shall be added to the plans stating that the storm drains and roof drains are not tied into the City sewer;
- 2) That the applicant shall work with the Planning Department and DPW to review the revised Site Plans prior to submittal to the Planning Board;

.....

4. The application of **T-Beyer Realty, LLC, Owner**, and **Tina Montgomery, Applicant**, for property located at 141 Banfield Road wherein amended site review approval is requested to revise the loading docks and the striping of the existing paved area, and the removal of the landscaped islands, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 254 as Lot 3 and lies within an Industrial district. (This application was tabled from the November 29, 2005 Technical Advisory Committee Meeting)

Voted to **approve** this application with the following stipulations:

Stipulations from the January 3, 2006 Technical Advisory Committee Meeting:

- 1) That the guardrail detail shall be upgraded to a 6 x 8 post and a 3 x 8 horizontal section and so noted on the Site Plans;
- 2) That guardrails shall be extended along the roadside of the parking lot, and so noted on the plans;
- 3) That all parking spaces shall be painted (and not taped) and so noted on the Site Plans;
- 4) That a new Site Review Agreement will be required, along with a corresponding bond to be posted with the City in an amount to cover all proposed site work;

.....

5. The Portsmouth Planning Board, acting pursuant to NH RSA 12-G:13 and Chapter 400 of the Pease Development Authority Site Review Regulations, will review and make a recommendation to the Board of Directors of the Pease Development Authority regarding the following: The application of **Pioneer Development, LLC, Applicant**, for property located at **29 New Hampshire Avenue**, wherein site plan approval is requested for the construction of two buildings, each being 2-story office buildings with 11,600 ± s.f. footprints, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 302 as Lot 5 and lies within the Business Commercial District.

Voted to **recommend¹ Site Review approval**, with the following **stipulations**:

Stipulations from the January 3, 2006 Technical Advisory Committee Meeting:

- 1) That the note on the Utility Plan regarding tapping the main should be amended to say that the tap shall be performed by the Portsmouth Water Department;
- 2) That where two water services are shown for the property, it shall be changed so there is one domestic for the whole property and one meter but there can be two fire services;
- 3) That the note on the Detail Sheet about concrete casing around the water main coming too close to the sewer should specify a sleeve rather than an encasement;
- 4) A note should require that the water connections and hydrant be to Portsmouth Water Department regulations rather than to NHDOT standards;
- 5) That the drainage portion shall be finalized in a meeting with DPW to review the design for a report back at the Planning Board meeting;

¹ See RSA 12-G:10 (c) “In all instances the authority (Pease Development Authority) shall retain the power to make the final decision regarding applicability, interpretation and enforcement of its land use controls, which shall require 5 affirmative votes.”

- 6) That a maintenance schedule of the subsurface drainage system shall be provided to DPW and a yearly confirmation report be filed showing that the maintenance is being performed;
- 7) That a note should be added to the Site Plans that the existing hydrant in the southwesterly corner of the building should be removed and abandoned;
- 8) That the entrance onto New Hampshire Avenue should have a stop line and a stop sign to delineate the site;
- 9) That the traffic impact study shall be provided to Debbie Finnigan, City Traffic Engineer, and the Planning Board for their review prior to the next meeting;
- 10) That automatic notification of emergency services is required along with a knox box on each building by the main entrance;
- 11) That a sign detail be added for the handicapped accessible parking spaces showing the MUTCD standard;
- 12) That concrete sidewalks be provided along the front of the property and for all walkways and sidewalks need to be built to Portsmouth DPW standards;
- 13) That all lighting shall be "Dark Sky Friendly";
- 14) That an easement or license shall be obtained for access/egress cross-easements for the property subject to the approval by the PDA as to content and form;
- 15) That a sewer and drainage easement shall be prepared by the applicant for review and approval by the City Attorney;
- 16) That an appropriate payment shall be made into the TIIF fund, per the PDA requirement, with a report to Debbie Finnigan, City Traffic Engineer;
- 17) That bike racks and motorcycle pads shall be added to the Site Plans; and
- 18) That the drainage pipes on the Site Plans shall be consistent between what the notes say and what the plans show.

.....

II. ADJOURNMENT was had at approximately 3:30 p.m.

.....

Respectfully submitted,

Jane M. Shouse,
Administrative Assistant
Planning Department