

MINUTES OF MEETING  
SITE REVIEW TECHNICAL ADVISORY COMMITTEE

2:00 P.M.

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

MAY 30, 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. NEW BUSINESS**

1. The application of **Portsmouth Farms, LLC, Owner, and Starbucks Coffee Company, Applicant**, for property located at **1855 Woodbury Avenue** wherein Site Review approval is requested to construct a 1,815± s.f. 1-story building with a drive through facility after the demolition of an existing structure, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 215 as Lot 11 and lies within a General Business District. (This application was tabled at the May 2, 2006 Technical Advisory Committee Meeting)

Mr. Britz made a motion to take the application off of the table. Deputy Fire Chief Griswold seconded the motion. The motion passed unanimously.

The Chair read the notice into the record.

**SPEAKING TO THE APPLICATION:**

Attorney Bernard Pelech appeared on behalf of the applicant. He indicated that since their last meeting on May 2<sup>nd</sup> they have appeared before the Traffic & Safety Committee at which time they received a favorable recommendation. Another issue was the possibility of placing landscaping in the right-of-way between the property and the Woodbury Avenue paving. They contacted DOT who advised him that this right of way was actually owned by the City of Portsmouth and therefore the State had no problem unless it somehow endangered life and limb by blocking the view of motorists entering and exiting the site. The applicant will be considering reasonable plantings and Mr. Berry of NHDOT asked to review the plan. Attorney Pelech stated they would work with the department to come up with a landscape plan. The sidewalk is on the far edge and the plantings would be between the sidewalk and property.

Luke DiStefano, of Bohler Engineering, reviewed the outstanding stipulations:

- 1) That a solid white lane line from stop bar to the point where the lane starts to turn around the back of the building shall be added to the Site Plans;

*This was added to the Site Plans.*

- 2) That the stop bar shall be from curb line to curb line;

*Ms. Finnigan indicated that the stop bar and stop sign need to be closer to the street and it should be a 24" stop bar.*

- 3) That the site egress shall have a stop sign, stop bar and double yellow center line added to the site plan;

*That will be modified on the revised Site Plans.*

- 4) That the front parking spaces shall be designated employee parking and "Do Not Enter" signs shall be added near the front of the building to keep all traffic circulating one way (counter clockwise) around the building, and shall be added to the Site Plans;

*That has been added to the Site Plans. It is a little confusing as they have a series of signs so Ms. Finnigan asked that is be clarified better. Ms. Desfosses agreed this was satisfactory.*

- 5) That the wording on the Site Plans shall be changed so that at the drive through and the pass-by lane shall have the painted symbols shown shall be reversed and the words "Drive Thru" and "Exit" shall precede the directional arrows;

*This was changed on the Site Plans.*

- 6) That the handicapped parking stall shall be relocated closer to the southerly curb line;

*This was not done as they needed to maintain access into the building. They now have the ability go get a ramp into the building so it was left as it was. Mr. Holden asked for concurrence from the members. Mr. Desfosses indicated it was acceptable.*

- 7) That the lighted bollard height shall be shown on the detail sheet;

*Those have been added to the Lighting Plan.*

- 8) That on Sheet 4 of the Site Plans, Notes 24 – 29 shall require review and approval by the City Legal Department;

*Ms. Finnigan indicated that the City Legal Department has requested that they be removed from the plans. Mr. Holden indicated that they would have to be taken off before the matter received approval.*

- 9) That the applicant shall advise the Planning Department on the status of the 4x6 elliptical culvert so that a decision can be made regarding the necessity of an easement and that the applicant shall review this matter with DPW after cleaning the culvert to determine whether any changes are necessary;

*That will remain a condition and Mr. Desfosses indicated that had to be confirmed prior to the issuance of a building permit.*

- 10) That the applicant shall determine the status of the water line shown along the south property line and determine whether it needs to be cut and capped and also to determine whether an easement will be required;

*This will be verified by their contractor. Mr. Cravens indicated he would like to have it relabeled as an existing water pipe so that it is not misleading.*

- 11) That the new stormwater system shall be tied in at elevation 43 or above and shall be noted on the Site Plans;

*This has been changed on the Site Plans.*

- 12) That a note shall be added to the Site Plans that the drain in the dumpster area for the sewer line stating that no part of the asphalt shall pitch in that direction so that the only thing that goes into the drain is the rain that falls in the actual concrete areas;

*The Site Plans have been modified to reflect this.*

- 13) That the sewer service be revised where there is a double 45 jog, so that from the existing manhole, it comes across the island near the proposed light pole and into a new manhole just south of the building corner;

*They eliminated the second jog on the second structure and the structure connection is shown on Sheet 6.*

- 14) That the applicant shall televise the existing sewer lateral and provide DPW with the tape for their review to determine whether the lateral is adequate or has to be replaced;

*This will be a condition of the issuance of a building permit.*

- 15) That the lighting plan shall be revised to show poles no higher than 16' with no more than 5 foot candle average, with full cutoff over the property lines and all lights must be Dark Sky Friendly;

*They revised the lighting plan accordingly. They now have an average foot candle reading over the entire site of 4.98. Mr. Desfosses felt that the detail on the lighting plan was confusing as it says the mounting height is 25' and it should be 16'.*

- 16) That City standard concrete sidewalks shall be added to the Site Plans with a detail along the Woodbury Avenue frontage from property line to property line (the City will assist the applicant in obtaining NHDOT approval);

*That has been added to the Site Plan.*

- 17) That a note shall be added to the plans that if an irrigation system is installed on the site, it shall only be permitted to irrigate between 10:00 pm and 5:00 am and that a rain sensor shall be installed on the irrigation control so that it will shut off during a rainstorm, and all areas that will be irrigated shall have 6" of loam;

*That was added to the Site Plan.*

- 18) That all water line work shall be done in accordance with the City Water Division standards and so noted on the Site Plans;

*That was added to the Utility Plan.*

- 19) That a knock box shall be installed in the vicinity of the main entrance, to be approved by the Fire Department;

*That location is shown on the Site Plan.*

- 20) That NH Soil Consultants shall stamp the Site Plan;

*The final plan shall be stamped by NH Soil Consultants.*

- 21) That the wetland boundary shall be delineated at the site by flagging tape so that the construction workers will be aware of it's exact location and shall be noted on the plans;

*That is added on Sheet 4. Mr. Britz asked why is still says "approximate" location of wetland boundary and Mr. Destefano indicated they never surveyed it but took it from a previous survey. Mr. Britz was fine with that.*

- 22) That a clean-out plan and maintenance schedule shall be part of the Stormwater Management Plan;

*That was added to Sheet 7 of the Site Plans.*

- 23) That any trees that are removed to construct the "green strip" shall be relocated, if possible;  
24) That the honey locust tree in the southeast corner shall have a minimum canopy height of 6" to assure visibility for people entering and exiting the site;

*That should read 6' and Mr. Destefano indicated he would add that to the Site Plans.*

- 25) That all pavement markings shall be shown on the site plans and the detail sheets as solid lines or symbols rather than hollow lines or symbols;

*Ms. Finnigan indicated that was still outstanding and she would work with them.*

- 26) That the free standing pre-menu board shall be removed from the Site Plans;

*The detail was removed from the Site Plans.*

- 27) That an exit pavement marking detail, using solid lines and symbols, shall be added to the Site Plan and detail sheet;

*That was added to the Site Plans.*

- 28) That the applicant shall work with the City Trees & Greenery Committee to relocate any trees on the site;

*A note was added to the Site Plans and will remain a condition.*

- 29) That the following language shall be added to the Site Plan:  
“Landscaping is a critical component of site plan approval. It is one of the key reasons why a project fits into a neighborhood in a positive and aesthetically pleasing manner. This plan would not have been approved without the landscaping shown on the plan. All landscaping shown on this plan is to be maintained in a healthy state and replaced if it dies or is damaged. No landscaping shown on this plan shall be removed or altered without the prior approval of the Portsmouth Planning Department. Failure to maintain the landscaping may result in revocation of site plan approval.”

*A note has been added to the Site Plan.*

- 30) That the applicant shall work with the Planning Department, Deborah Finnigan and the State of New Hampshire in an attempt to have landscaping in the front of the lot;

*Ms. Finnigan asked that her name not be on the Site Plans and DPW should be substituted.*

- 31) That the applicant shall provide the City the sound levels of the speaker system and they shall comply with Article V of the Zoning Ordinance;

*They added a note that they will comply. Mr. Holden indicated that if it doesn't comply, the City will not issue a Certificate of Occupancy.*

- 32) That this application is subject to a review by the Traffic & Safety Committee with a report back to TAC and Planning Board;

*Approval has been received.*

Mr. Allen was uncomfortable with the sewer line item. If the sewer lateral is not sufficient, they will be digging out into Woodbury Avenue. He asked that the condition be revised so that they have that televised for his review prior to the Planning Board meeting so that he can send a recommendation out to the Planning Board.

Ms. Finningan indicated that they need to notify their contractor that they must notify the City of any changes to the plans. Mr. Destefano indicated that they like to have them call Bohler Engineering first and then Bohler will contact the City. Ms. Finnigan wanted a note on the plan indicating the same.

Mr. Desfosses asked that a note be added that the sidewalks will be built to City standards. Mr. Desfosses will provide them with a copy of the City Specifications so they can add them to the plans.

The Chair asked if there was anyone else wishing to speak to, for or against the application. Seeing no one rise, the Chair declared the Public Hearing closed.

**DISCUSSION AND DECISION OF THE COMMITTEE:**

Ms. Desfosses made a motion to approve with stipulations. Ms. Finnigan seconded the motion.

Mr. Desfosses requested a stipulation for a detail for City standard concrete sidewalk be added to the Site Plans and he would like to review that prior to the Planning Board meeting.

Ms. Finnigan requested that the Engineer will contact the City with any site plan changes.

Mr. Holden asked if a Construction Management Plan was needed? Mr. Allen felt he would like one and Mr. Holden felt that would also give designated City personnel. That should be done with the approval of Steve Parkinson, the City Manager and the Planning Office.

The following Stipulations remain outstanding: Items 2,3,4,8,9,10,14,15,20,24,25,28,30,31.

Mr. Holden requested that an annotated set of Site Plans be provided at the conclusion of Planning Board approval.

The motion to approve with stipulations passed unanimously.

- 1) That the stop bar shall be from curb line to curb line;
- 2) That the site egress shall have a stop sign, stop bar and double yellow center line added to the site plan;
- 3) That the front parking spaces shall be designated employee parking and "Do Not Enter" signs shall be added near the front of the building to keep all traffic circulating one way (counter clockwise) around the building, and shall be added to the Site Plans;
- 4) That on Sheet 4 of the Site Plans, Notes 24 – 29 shall require review and approval by the City Legal Department;
- 5) That the applicant shall advise the Planning Department on the status of the 4x6 elliptical culvert so that a decision can be made regarding the necessity of an easement and that the applicant shall review this matter with DPW after cleaning the culvert to determine whether any changes are necessary;
- 6) That the applicant shall determine the status of the water line shown along the south property line and determine whether it needs to be cut and capped and also to determine whether an easement will be required;
- 7) That the applicant shall televise the existing sewer lateral and provide DPW with the tape for their review to determine whether the lateral is adequate or has to be replaced;
- 8) That the lighting plan shall be revised to show poles no higher than 16' with no more than 5 foot candle average, with full cutoff over the property lines and all lights must be Dark Sky Friendly;

- 9) That NH Soil Consultants shall stamp the Site Plan;
- 10) That the honey locust tree in the southeast corner shall have a minimum canopy height of 6” to assure visibility for people entering and exiting the site;
- 11) That all pavement markings shall be shown on the site plans and the detail sheets as solid lines or symbols rather than hollow lines or symbols;
- 12) That the applicant shall work with the City Trees & Greenery Committee to relocate any trees on the site;
- 13) That the applicant shall work with the Planning Department, Deborah Finnigan and the State of New Hampshire in an attempt to have landscaping in the front of the lot;
- 14) That the applicant shall provide the City the sound levels of the speaker system and they shall comply with Article V of the Zoning Ordinance;
- 15) That a detail be added to the Site Plans for a City standard concrete sidewalk, to be reviewed and approved by David Desfosses prior to the Planning Board Meeting;
- 16) That a Construction Management Plan shall be prepared for review and approval by the City Manager, City Attorney, Planning Director, Chief Building Inspector, and the Director of the Department of Public Works, prior to the issuance of a building permit;
- 17) That after final Planning Board approval, an annotated set of Site Plans shall be prepared for the Planning Department, highlighting all stipulations on the Site Plans with corresponding stipulation number and description;

.....

2. The application of **Rye Corner Gas, LLC, Owner**, for property located at **1150 Sagamore Avenue** wherein Site Review approval is requested to construct a 4,000 ± s.f. building containing a 1,500± s.f. convenience store, 2,500±s.f. of storage, and a gas station after the demolition of an existing structure, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 201 as Lot 22 and lies within a Mixed Residential Business District. (This application was tabled at the May 2, 2006 Technical Advisory Committee Meeting)

Mr. Britz made a motion to take the application off of the table and re-table to July 5th. Mr. Desfosses seconded the motion.

The motion passed unanimously.

.....

3. The application of **Frank Perrone and John Giacalone, Owners** for property located **off Falkland Place** and the **City of Portsmouth, Owners** for property located **off Ranger Way** and City property identified as **“Alley #1 and Alley #2”**, wherein Site Review approval is requested to construct one 44’ x 30’, 2 ½ story, 1,320± s.f 2-unit. townhouse and one 88’ x 30’, 2 ½ story, 2,640± s.f. 4-unit townhouse, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 212 as Lots 26-1 and 27 and lie within General Residential B and Mixed Residential Business Districts. (This application was tabled at the May 2, 2006 Technical Advisory Committee Meeting)

Mr. Desfosses made a motion to take the application off of the table. Ms. Finnigan seconded the motion. The motion passed unanimously.

The Chair read the notice into the record.

**SPEAKING TO THE APPLICATION:**

Attorney Bernard Pelech appeared on behalf of the applicants and stated that subsequent to the last TAC meeting they attended two Traffic & Safety meetings. One was to discuss sidewalks and one was the regular meeting. At the sidewalk meeting, there was a difference of opinion of how the parking area should be configured. The Traffic & Safety Committee felt the spaces should be moved back to preserve green space and minimize pavement. That would leave 20' to back out and enter Ranger Way. Attorney Pelech believed that was the compromise reached between Steve Parkinson and Deborah Finnigan. Otherwise, they favorably recommended the plan.

Mr. Holden asked if this is the same plan that the City Council reviewed. Attorney Pelech confirmed that what has been recommended by Traffic & Safety was what was shown to the City Council, with the exception of the one cross-hatch area for the relocation of the utility pole.

Ms. Finnigan read from the minutes of the Traffic & Safety Committee Meeting: "Eric Spear agreed with the original presentation with spaces backing onto Ranger Way and is concerned with the greenery between the house would all go away and the house would be completely exposed. Does not see much of a safety issue on this road. Weighing pros and cons and loss of curtain of greenspace would prefer to keep it as on the original drawing." She further indicated that the plan that Attorney Pelech presented was accurate.

John Chagnon, of Ambit Engineering, reviewed the 17 stipulations from the May 2<sup>nd</sup> TAC meeting.

- 1) That the Technical Advisory Committee is recommending that the above overhead transmission line shall remain above ground however all service connections for this project shall be underground;

*Note 6 was added to Sheet C-3.*

- 2) That a note shall be added to the Site Plans that all snow shall be trucked off of the site as there are no snow storage areas;

*Note 5 was added to Sheet C-2.*

- 3) That the applicant shall apply for pole licenses as soon as possible;

*Note 6 was added to Sheet C-3. Mr. Holden asked if they had applied for the pole license yet. Mr. Chagnon stated that Mike Coffey is on vacation and they will follow up as soon as he gets back.*

- 4) That a Site Lighting Plan shall be prepared, showing lighting in the back parking lot, all lights shall be Dark Sky Friendly and there shall be no spillage off of the lot;

*They have added a Lighting Plan, L-1. They also added cut sheets of the fixtures and they are Dark Sky Friendly. One change they are making is to move one pole that was thought to be an*



*electrical pole rather than a light pole. Deputy Police Chief DiSesa asked about side lighting for the parking lot. Mr. Chagnon stated they did not provide any lighting for that as it will be for City parking. He agreed to re-visit that. Deputy Police Chief DiSesa said he would get back on that.*

*A discussion was had about using cobra lighting. Mr. Desfosses confirmed that most of the Atlantic Heights lighting was convoluted and the pipes are in the ground. Sometime in the future historic lights will go in. Mr. Desfosses felt cobra lighting to light the parking spaces on the side are appropriate at the present time.*

- 5) That either catch basins down to the proposed leaching basins shall be tested to confirm that they will work properly or they shall be hard piped to the nearest drainage system;

*Mr. Chagnon indicated that Dig Safe was scheduled for tomorrow at 9:00 a.m. to do test pits. This is a low area with no outlet. During the last storm event there was no overflow and it drained quite well. They will meet with Mr. Desfosses after they have the test pits.*

- 6) That the sidewalks shall be swept around the corner, behind the hydrant and that the sidewalks shall also terminate back out to the street near the proposed parking spaces;

*They have revised the plan so that the sidewalk does not impact the hydrant area and to show the connection out to Ranger Way at the other end. Sheet C-2.*

- 7) That the applicant shall apply for a license for the sidewalk which is located on City property;

*Mr. Chagnon was not sure if that stipulation was correct. He put Note 6 on Sheet C-2. To the extent that existing sidewalks cross on to the development parcel, the applicant shall grant the City an easement.*

- 8) That the Technical Advisory Committee recommends to the Planning Board that they approve vertical curbing to match the rest of Atlantic Heights;

*Plans were revised and they also changed the sloped curbing.*

- 9) That curbing shall be added to the frontage along the 4-unit building;

*Plans were revised.*

- 10) That the plan shall be amended to reflect the parking plan as approved by the City Council;

*Mr. Chagnon believed he was reflecting what the Traffic & Safety Committee approved.*

- 11) That the applicant shall work with Deborah Finnigan, DPW and the Planning Department to consider parking alternatives that maximize parking and safety;

*They are working on that.*

- 12) That the zoning district shall be corrected on the Site Plan;

*This was changed on Sheet C-1.*

- 13) That the applicant and the Planning Department shall work with the City Legal Department to commence working on the zoning issue;

*It was Mr. Chagnon's understanding that this is not an issue. Attorney Pelech confirmed that he met with Bob Sullivan and David Holden on this issue and Mr. Sullivan indicated that because variances had already been granted they will need to change the zoning but that would just be routine and they would do it the next time the zoning was amended. It was agreed that the burden should not be on the applicant to change the zoning.*

- 14) That a note shall be added to the Site Plan that the BOA did not approve backing into the street from the public parking spaces;

*Note 2 on Sheet C-2.*

- 15) That the water line should be tapped at the 10" line, with one service for the entire lot and sized accordingly to accommodate both buildings;

*They have tapped it once on the proper side and they will run a 2" line between the buildings. Mr. Cravens asked if this would be one single line? Mr. Chagnon indicated this was going to be a condominium so that was how they were drawing it.*

- 16) That the applicant shall research the sewer line and report back at the next TAC meeting:

*Mr. Chagnon will go over to DPW to review the maps and discuss this.*

- 17) That the following language shall be added to the Site Plan:

*"Landscaping is a critical component of site plan approval. It is one of the key reasons why a project fits into a neighborhood in a positive and aesthetically pleasing manner. This plan would not have been approved without the landscaping shown on the plan. All landscaping shown on this plan is to be maintained in a healthy state and replaced if it dies or is damaged. No landscaping shown on this plan shall be removed or altered without the prior approval of the Portsmouth Planning Department. Failure to maintain the landscaping may result in revocation of site plan approval."*

*This was added to Sheet C-2.*

Mr. Chagnon indicated that there was some discussion about architectural issues so he added Sheet A-3 to the Plan Set to reflect elevations.

The Chair asked if there was anyone else wishing to speak to, for or against the application. Seeing no one rise, the Chair declared the Public Hearing closed.

**DISCUSSION AND DECISION OF THE COMMITTEE:**

Mr. Allen made a motion to approve with stipulations. Deputy Fire Chief Griswold seconded the motion.

Mr. Holden asked for an annotated set of plans following the Planning Board action. He would like to figure out whether it is an easement for the sidewalk or license and that shall be prepared following Planning Board action. In place of #13, he asked the applicant to provide a request to the Planning Department for a re-zoning request and it will be given to Taintor & Associates. Mr. Holden asked the Committee to do a Waiver of Site Review regulations to allow above ground transmission lines with underground connections to the individual units as they found it would not be feasible. He also asked for a Waiver for the curbing. Mr. Desfosses indicated that they did not make Starbucks put underground utilities in on their site and this is the same thing. He felt the Site Review criteria didn't apply.

Mr. Allen asked about the curbing configuration up to Falkland Place. He asked if they could run that straight across into their curb line as it just doesn't look good. Mr. Chagnon indicated that the curb ends at the sidewalk and is flush with the sidewalk at the corner. Mr. Allen wants him to run the curb back up to the new sidewalk and behind the hydrant. It should run straight across. Mr. Chagnon indicated he would revise his plans.

Ms. Tillman referred to L-3 and asked if they could provide more information on the exterior, i.e., what type of clapboard, red brick, what type? Mr. Holden indicated that would help him at the Planning Board level. Also, if any trees are removed on City property they must be reviewed by the Tree Committee and also add the language to the plans. Mr. Chagnon confirmed the language was already on Sheet C-2. Mr. Holden confirmed they would address that after Planning Board approval.

Mr. Chagnon brought up a series of premature maples right along the property line which doesn't shield much from lower end intrusions, such as headlights, but as far as noise in the bigger picture it provided a buffer. Therefore, he added a note to the plan not to damage any of the maples. Mr. Holden asked if they could put in a snow fence. Mr. Britz asked about the row of crabapple in front of the maples? He felt the Maples should stay but the Crabapples can go.

Deputy Fire Chief Griswold noticed a knox box on the plan but no automatic notification of emergency vehicles.

Ms. Finnigan requested a meeting between Mr. Parkinson, Ms. Finnigan and applicant to verify which parking plan is to be used.

Mr. Holden indicated they are still awaiting a report from the Assessor's office on value of land. Attorney Pelech indicated he had not heard anything. Mr. Holden suggested adding one last stipulation that all outstanding conditions of City Council be clarified prior to the Planning Board meeting.

The motion to approve with the following stipulations passed unanimously.

- 1) That the Technical Advisory Committee is recommending a waiver of Site Review Regulations for the above overhead transmission line to remain above ground however all service connections for this project shall be underground;
- 2) That a note shall be added to the Site Plans that all snow shall be trucked off of the site as there are no snow storage areas;
- 3) That the applicant shall apply for pole licenses as soon as possible

- 4) That a Site Lighting Plan shall be prepared, showing lighting in the back parking lot, all lights shall be Dark Sky Friendly and there shall be no spillage off of the lot
- 5) That either catch basins down to the proposed leaching basins shall be tested to confirm that they will work properly or they shall be hard piped to the nearest drainage system;
- 6) That the sidewalks shall be swept around the corner, behind the hydrant and that the sidewalks shall also terminate back out to the street near the proposed parking spaces;
- 7) That the applicant shall work with the City to determine whether a license or an easement is required for the sidewalk which is located on City property, and said document shall be prepared by the applicant for review and approval by the City Attorney;
- 8) That the Technical Advisory Committee recommends to the Planning Board that they approve vertical curbing to match the rest of Atlantic Heights;
- 9) That curbing shall be added to the frontage along the 4-unit building;
- 10) That the applicant shall work with Steve Parkinson and Deborah Finnigan to determine which parking plan shall be reflected on the Site Plans;
- 11) That the zoning district shall be corrected on the Site Plan;
- 12) That the applicant shall prepare a request for re-zoning and the Planning Department shall include said request in the current on-going Zoning Ordinance Re-Write project;
- 13) That a note shall be added to the Site Plan that the BOA did not approve backing into the street from the public parking spaces;
- 14) That the water line should be tapped at the 10" line, with one service for the entire lot and sized accordingly to accommodate both buildings;
- 15) That all outstanding conditions of the City Council shall be clarified prior to the Planning Board meeting;
- 16) That the following language shall be added to the Site Plan;  

*“Landscaping is a critical component of site plan approval. It is one of the key reasons why a project fits into a neighborhood in a positive and aesthetically pleasing manner. This plan would not have been approved without the landscaping shown on the plan. All landscaping shown on this plan is to be maintained in a healthy state and replaced if it dies or is damaged. No landscaping shown on this plan shall be removed or altered without the prior approval of the Portsmouth Planning Department. Failure to maintain the landscaping may result in revocation of site plan approval.”;*
- 17) That the curbing that runs along Falkway Place shall continue straight and tie into the existing curb;
- 18) That additional information on the exterior elevations of the buildings shall be provided prior to the Planning Board meeting;
- 19) That the row of maple trees in the parking lot area shall be protected by a snow fence;
- 20) That a Knox box and automatic notification of emergency services shall be added to the Site Plans;
- 21) That after final Planning Board approval, an annotated set of Site Plans shall be prepared for the Planning Department, highlighting all stipulations on the Site Plans with corresponding stipulation number and description;

.....

4. The application of **Mark H. Wentworth Home for Chronic Invalids, Owner**, for property located at **346 Pleasant Street**, wherein Site Review approval is requested to renovate and upgrade the existing facility by adding four additions as follows: 1) a 190 s.f. addition on the Melcher Street side; 2) a 560 s.f. addition on the Melcher Street side; 3) a 225 s.f. addition on the Melcher Street side; and 4) a 215 s.f. addition on the Wentworth Street side, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 109 as Lots 6-10 and 16 and lie within a General Residence B and Historic District A Districts.

The Chair read the notice into the record.

**SPEAKING TO THE APPLICATION:**

Eric Weinrieb, of Altus Engineering, presented on behalf of the Wentworth Home. They were proposing a complete renovation to the interior of the building and a minor expansion. They had met with the Planning Department several times, they had neighborhood meetings regarding site issues, they received approval from the HDC for the exterior improvements, they received variances from the BOA. The variances were for the expansion of the footprint, 46.7% building coverage where 30% is allowed and a building height of 35' 10" where 35' is allowed. They also received a variance to allow parking spaces to back out onto Melcher Street. They received a variance to relocate the administrative staff across the street to a different site, on the corner of Howard and Pleasant. They also received permission to allow construction trailers subject to the renovations. All of those variances were granted on April 25, 2006.

The Mark Wentworth Home is located at 346 Pleasant Street, bounded on Melcher and Wentworth Street. The Home owns adjacent parcels on both sides, with parking on Wentworth Street, parking on Pleasant Street and associated parking in the rear. They are proposing a complete renovation of the building. They have infill building additions at the entrances and two other locations. Site improvements include changing the direction of parking on the Wentworth Street side. They are reducing the number of spaces and making the aisle width and stall size conform with current regulations. There will be one way access into the lot, two handicapped accessible stalls, so that they will have no conflict of two vehicles leaving the Wentworth at the same time. The raised island will provide a traffic barrier between the parking lot and the public right of way. On the Melcher Street side they are providing a drop off area and loading area, as they don't really have one presently. They are reconfiguring 10 head in spaces on Melcher Street which will back into the Melcher Street right-of-way. One concession that they made with the abutters was that the turn around area and the parking surfaces will be treated and they will work that out with the neighbors. Other site improvements are that the generator pad will be moved to the roof of the building and it will be more pleasing. They are reducing fences to provide more of an open flow. The dumpster will be screened in. All snow will be removed from the site as there is no room on the site. They worked closely not to remove any specimen trees from the site. They found a catch basin in the parking area that was not working and had not been receiving water for some time. They propose, during the construction phase, to excavate the area and see where the basin goes to see if they can use it however the lot drains fine without it. The drainage sheet flows across the site to Melcher Street. They are not proposing any new water services. They are proposing a new grease trap to exit from the kitchen. They are working out the final location for the sewer. The reason they moved the offices and trailers was to minimize the impact to the Melcher Street side.

Mr. Weinrieb handed out a section of the plan to the Committee showing an emergency egress to Melcher Street that they will add on to the plans. The intent is to have a surface that will not draw attention and people will not try to get into the building.

Etoile Holzaepfel, of Holzaepfel Design, did the architectural landscaping. She indicated that they are buffering the parking areas with a landscape median that will soften the asphalt and create a clear separation between the street and the parking area. They are proposing salt tolerant species of plants which will tolerate city conditions. The lower level will be evergreen plants. They are enhancing and improving the main entry and courtyard on Wentworth Street. There will be a new retaining wall that can also be a sitting wall. They are proposing low plantings on the Wentworth Street side and are including a bench to increase an inviting waiting area. There are existing trees on Wentworth Street that will remain but new shrubs will be planted underneath the trees. The existing island will be enlarged and there will be additional room for plantings. At the front of the historic home they will provide perennials and covers. On the Melcher Street side, they will also add tall evergreen shrubs to match what is already there. This was a result of conversations with neighbors to create a buffer. There will be a new entrance off of Melcher Street with an awning and plantings to add color. There will be ornamental shrubs along the light well. On the other side of sidewalk there will be a restoration of the ground cover. At the front of the home, that was minimally landscaped, the plantings will be enhanced. There will be evergreen hollies and ornamental magnolia trees to prevent people from parking in front. There will be more plantings along the building on Melcher Street to screen the utilities. The plans show a new fencing at the rear of the building on the Mill Pond side and also new fencing between the parking lot and Pleasant Street which will be the same design but lower at 3' in height.

Mr. Britz asked if the fencing was the only thing in buffer zone? Ms. Holzaepfel confirmed that they are only replacing the existing fencing in the buffer zone. Mr. Weinrieb added that he did not believe there were any requirements from the State. Ms. Holzaepfel described it as 5' tall wooden, in the same location but a different type of wood which is what the HDC requested.

Mr. Holden asked if irrigation was needed? Ms. Holzaepfel indicated it was not.

Christopher Tierney, of JSA Architects, presented next. He referred the Committee to the Photometric Plan that was in their package. He indicated that they are not adding much more to the site. They are adding three more pole lights and they are replacing some building sconce lighting at the entrances. The fixtures in the rear garden shall be maintained. The engineers report that the site meets .5 IES. Deputy Fire Chief Griswold asked if they were doing anything for the new egress pathway? Mr. Tierney indicated there is a new cobra light across the street with even distribution. Mr. Holden noted that some light spills over the lot line, assuming that Melcher Street was a public street. Mr. Tierney felt it was the same fixture locations and they were trying to maintain a safe and uniform level of lighting in the area. He confirmed that the new fixtures are all new except the four in the rear garden. All of the big circles are new. Mr. Holden asked again why they were spilling over the lot lines? Mr. Tierney responded so that they can maintain uniform lighting along the entry area and pathway.

Mr. Desfosses stated that they have guidelines to go by now. The Planning Board has to make a decision on this. The issue is more of the glare than the foot candle. Mr. Tierney indicated that these are dark sky friendly and have a defused fixture. The light source is bouncing off and you can't see the

bulb. Ms. Tillman asked for a cut sheet. Mr. Tierney indicated he would get additional cut sheet information. Mr. Tierney indicated that they wanted to make it very clear for people coming and going which is why they have the 3 fixtures along the Melcher Street side. Mr. Desfosses indicated this was a different type of site and generally they can bring a light in so the Board can look at it however they are typically trying to get away from these. Mr. Weinrieb indicated that the difficulty is they want to maintain safe access to the property. Mr. Holden asked what was the best way to handle it? Mr. Tierney felt this would do a better job of addressing that there would be some folks coming to the entrance. It will not be accessibly more than what is there now. Currently there are two wall packs that are shooting light out to the site.

The Chair asked if there was anyone else wishing to speak to, for or against the application. Seeing no one rise, the Chair declared the Public Hearing closed.

### **DISCUSSION AND DECISION OF THE COMMITTEE:**

Mr. Desfosses made a motion to approve with stipulations. Mr. Britz seconded the motion.

Mr. Desfosses indicated that the City sidewalk standards have changed so they will need to be revised and he indicated he would email a copy of the City specifications to them.

Mr. Holden asked about work on the brick sidewalks. Mr. Weinrieb indicated that they were proposing to replace the existing herringbone sidewalk. They will raise up the curb for the whole 7" reveal and then rebuild the sidewalk. There will still be special construction around the specimen tree. Mr. Desfosses asked if they needed crosswalks at the end of the streets? Mr. Weinrieb confirmed that they were proposing crosswalks. Mr. Desfosses mentioned they are not drawn to City standard and those need to be revised. He also confirmed that if they are redoing the tip downs then they have to put in crosswalks. Mr. Desfosses and Ms. Finnigan both felt that cross walks at Melcher Street were appropriate, the same width as the sidewalk.

Mr. Holden asked if they will replace the Herringbone sidewalk with similar Herringbone. Mr. Weinrieb indicated they will bring in new brick. They wouldn't be able to use it all so it would be mix and match and it wouldn't look right. Mr. Desfosses indicated that the City has a standard brick that they specify.

Mr. Holden asked about the old bricks as he felt they have some value. Mr. Allen and Mr. Desfosses confirmed that DPW doesn't need them. Mr. Desfosses indicated he would prefer they do what the City did on Court Street where they had a running stretcher of old brick along the edge.

Mr. Cravens referred to the parking lot with 18 spaces but he only counted 17 spaces. Mr. Weinrieb counted 18 and Bob Iafolla pointed out a long space on the end that counts as a space.

Mr. Holden asked about the proposed parking lot off of Lot 19 mentioned on the plan. Mr. Weinrieb indicated that was an error and will be removed.

Mr. Allen asked about the sewer. Mr. Weinrieb stated that they have been working with the Sewer Department to see what goes into the neighboring houses and it is not real clear what it there. They will have a sewer connection with a grease trap into the building and they will tap the three houses to the new lot. There will be a line coming out of the lowest level, going into the manhole. They would like to direct the new renovations out the side to the existing outlet. Mr. Allen asked why the duct alarm was being used? Mr. Weinrieb indicated he was using it because he has not idea where he was in comparison to the water line so they have to reduce the setback requirement.

Mr. Allen asked about the water service that comes off Wentworth that shows a 2" in the road and whether there are any water issues? Mr. Weinrieb confirmed that they are not proposing any changes in mechanical. What is there is adequate. Mr. Allen asked about the line running down Melcher Street and whether it services anything? Mr. Weinrieb assumes it services the three small buildings. Mr. Allen felt that they needed to take a look at that. Mr. Weinrieb confirmed that they would pretty much be rebuilding all of Melcher Street before they are done. Mr. Allen also wanted to check with the "water guys" to see about water service.

Ms. Finnigan asked about a parking space on Sheet C-2A. Mr. Weinrieb stated that there is an existing utility pole in the parking lot and it's back a few feet. It is overhead and they are not proposing to relocate that. Ms. Finnigan asked if the "Do Not Enter" signs could be put closer to the street. Also the striped crosswalk should be City standard and the stop bar should be 24", not 12". She also asked if the mailbox sitting on the corner was already there? Mr. Weinrieb confirmed that it was.

Mr. Desfosses requested a stop bar on both streets.

Ms. Finnigan requested that they add a single white line to distinguish the street from the parking lot. She asked about the landscaping coming into the parking lot and how high is the canopy? Ms. Holzaepfel indicated it was 6'. Ms. Finnigan asked how high the new landscaping would get? Ms. Holzaepfel indicated it would be about 2½' or less. Ms. Finnigan asked for a provision that the landscaping is no higher than 2 ½' for good visibility.

Mr. Britz asked if DPW was going to work on stormwater? What will they do with the drain that is blocked? He asked if they were just going to let it sheetflow if the drain remained blocked? Mr. Weinrieb indicated it has been plugged solid and his best guess is it drains to the further drain. If they are putting in a new one, they will put in a deep sump. Today it sheet flows and continues down the street. They are reducing the impervious by putting more green in. The runoff is decreased and the water run off is slightly better. In considering mechanical devices or other similar types of treatment, he felt it wouldn't work as well as the over ground flow and the ground cover.

Mr. Britz felt this was an opportunity to improve and infiltrate some of the water so that it doesn't all sheetflow into the pond. Mr. Weinrieb stated in the leaching structure they are putting in they could put a perforated pipe across it. Mr. Allen could see the need for a leaching basin but he was not sure they want it perforated underneath the City street. Mr. Britz asked about the roof drain. Mr. Weinrieb confirmed that the roof drain discharges into the drain that goes directly into the pond.

Mr. Holden asked about a Construction Management Plan. Mr. Weinrieb indicated that Nutter would be doing the work and Bob Iafolla will be involved. Mr. Holden indicated that they would require a Construction Management Plan. He also asked about a plan for the drainage or was that a given? Mr. Weinrieb felt that was a given and what they should be doing is sweeping the lot on a more frequent basis.

Mr. Allen felt that they should be consistent with what they do for parking lot maintenance and there should be some sort of note on the plan that requires notification of routine maintenance. They will work out some language.

Mr. Holden asked for a highlighted set of annotated Site Plans after Planning Board approval for review by the Planning Department.

Mr. Holden indicated that they would let the lighting go forward to the Planning Board for discussion as it is a very unique site.

Mr. Holden felt this was a good plan and they have worked hard on this and did due diligence.



The motion to approve with stipulations was unanimously approved.

- 1) That the sidewalk standards have changed since the last approval so the handicapped ramps shall be revised to meet the new City standards;
- 2) That all armor-tile shall be light grey, measure 2' x 3' and the whole tip down shall be concrete;
- 3) That a cross walk shall be added at Melcher Street, stop bars shall be added at both streets, all revised to met City standards;
- 4) That the sidewalk shall be replaced with similar herringbone brick with a stretcher of old brick along the edge, to be reviewed and approved by DPW;
- 5) That the "Proposed Parking Lot" label on Sheet C-1 shall be removed;
- 6) That the water and sewer lines running down Melcher Street shall be reviewed by David Allen to determine what they service and all work shall be coordinated with the City Water Division;
- 7) That the "Do Not Enter" signs shall be moved closer to the street;
- 8) That the landscaping coming into the parking lot shall not exceed 2 1/2' to maintain good visibility;
- 9) That a note shall be added to the Site Plans that requires notification of routine parking lot maintenance, and said language shall be reviewed and approved by David Allen and David Desfosses;
- 10) That a Construction Management Plan shall be prepared for review and approval by the City Manager, City Attorney, Planning Director, Chief Building Inspector, and the Director of the Department of Public Works, prior to the issuance of a building permit;
- 11) That after final Planning Board approval, an annotated set of Site Plans shall be prepared for the Planning Department, highlighting all stipulations on the Site Plans with corresponding stipulation number and description;

.....

**II. ADJOURNMENT** was had at approximately 4:00 p.m.

.....

These minutes were taken and transcribed by Jane M. Shouse, Administrative Assistant in the Planning Department.