

ACTION SHEET  
SITE REVIEW TECHNICAL ADVISORY COMMITTEE

2:00 P.M.

JANUARY 2, 2008

EILEEN DONDERO FOLEY COUNCIL CHAMBERS  
MUNICIPAL COMPLEX, 1 JUNKINS AVENUE  
PORTSMOUTH, NEW HAMPSHIRE

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

**MEMBERS EXCUSED:** n/a

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**I. OLD BUSINESS**

A. The application of **The Hill Unit Owners Association, Owners**, for property located **off Deer Street, commonly known as "The Hill"**, wherein Site Review approval is requested to add a loading area to be used in common with abutting property owned by Parade Office, LLC, and to add 11 on site parking spaces with the placement of bollards to prohibit traffic flow, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 118 as Lot 26 and lies within the Central Business B (CBB) District, the Downtown Overlay District (DOD) and the Historic District A; (This application was postponed from the December 4, 2007 Technical Advisory Committee Meeting)

Voted to recommend Site Review **approval** with the following stipulations:

- 1) That the 11 parking spaces shown on the Site Plan shall be the only legally recognized parking spaces;
- 2) That the text "One Way" shall be removed from the service road, leaving only the arrows on the Site Plans;
- 3) That the handicapped tip down in front of the Fitch House shall be verified with David Desfosses, of DPW;
- 4) That the Site Plans shall indicate that the brick sidewalk and granite curb will be replaced with paving where the service road enters High Street;
- 5) That the parking easement shall be approved for content and form by the City's Legal Department.

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B. The application of **The Meadowbrook Inn Corp., Owner, and Key Auto Group, Applicant**, for property located at **549 Route One By-Pass (Traffic Circle)**, wherein Site Review approval is requested to construct a 5-story 120-room hotel, a 4,500 ± s.f. retail building, a 1,964 ± s.f. retail building, a 1,940 ± s.f. restaurant with drive through, a 3,800 ± s.f. restaurant and a 7,000 ± s.f. restaurant, after demolishing the existing buildings, with an accessway off of Coakley Road, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 234 as Lot 51 and lies within the General Business district; (This application was postponed from the December 4, 2007 Technical Advisory Committee Meeting)

Voted to **postpone** to the next regularly scheduled TAC meeting on February 5, 2008.

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C. The application of **Catalpa Realty Trust, Owner**, for property located at **249 Islington Street**, wherein Site Review approval is requested to construct a 41' x 61' three story addition to an existing building, after the demolition of the existing rear section, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 138 as Lot 43 and lies within the Central Business B district and the Historic District A; (This application was postponed from the December 4, 2007 Technical Advisory Committee Meeting)

Voted to recommend Site Review **approval** with the following stipulations:

- 1) That the old water shutoff shall be deleted on the Existing Conditions Plan;
  - 2) That the sidewalks shall be cross hatched to reflect what is being replaced on the Site Plans;
  - 3) That the applicant shall replace the sidewalk on the Cornwall Street side, adjacent to the building, and that the sidewalk material shall be brick in conformance with City standards;
  - 4) That the applicant shall confirm with PSNH and Verizon that they are using an appropriate location for their services;
  - 5) That a note shall be added to the Site Plans, next to the water line, that the City will be tapping the water main and bringing it to the property line;
  - 6) That the applicant shall work with the Water Department regarding the meter arrangement;
  - 7) That a note shall be added to the Site Plans regarding the abandoned service stating that the City will do the abandoning at the main and the detail can be removed;
  - 8) That the Site Plan shall be revised to show the stop bar on the applicant's property and the stop sign shall be eliminated;
  - 9) That the applicant shall show proposed grading in the area of the doorway adjacent to Cornwall Street;
  - 10) That the applicant shall schedule a meeting be held at DPW with David Allen, Deborah Finnigan and David Desfosses to resolve the on site parking concerns, and a letter of resolution shall be send to the Planning Board prior to the January 17, 2008 meeting.
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D. The application of **Portsmouth Regional Hospital, Owner**, for property located at **333 Borthwick Avenue**, wherein Site Review approval is requested to construct 15,417 s.f. (footprint) of building expansion, with 68,731 ± s.f. of gross floor space, to be located in four separate locations as follows: 1) 2,478 s.f. expansion of the front entrance; 2) 7,600 s.f. expansion of the loading dock area; 3) 1,889 s.f. expansion of the mechanical room; and 4) 3,450 s.f. expansion to the emergency room entrance, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 240 as Lot 2-1 and lies within the Office Research District; (This application was postponed from the December 4, 2007 Technical Advisory Committee Meeting)

Voted to recommend Site Review **approval** with the following stipulations:

- 1) That an Easement Deed for the monitoring wells shall be prepared by the applicant, subject to approval of content and form by the City Legal Department;
- 2) That wastewater discharge calculations shall be provided to Peter Rice for his review and approval;
- 3) That a Construction Management & Mitigation Plan shall be prepared by the applicant for review and approval by the City's Traffic Engineer, Planning Department, Legal Department and City Manager;
- 4) That the stop sign on Sheet C-2A shall be on the right side of the stop bar, rather than the left side, and so noted on the Site Plans;

- 5) That a “One Way” sign shall be added to both sides of the three site entrances, and so noted on the Site Plans;
- 6) That all plantings near an intersection shall be 6’ between the ground and the canopy;
- 7) That a turning radius for WB 50 trucks shall be prepared for review and approval by Deborah Finnigan, prior to the Planning Board meeting;
- 8) That the applicant shall contact Gil Emery, City Emergency Operations Center Supervisor, to complete a site survey regarding radio communications.

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**II. NEW BUSINESS**

E. The application of **Parade Office, LLC, Owner**, and for property located at **195 Hanover Street**, wherein Site Review approval is requested to construct a 123,234 ± s.f. second basement level, 332 ± space parking garage and parking layout modification to first basement level parking garage which was previously approved, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 125 as Lot 1 and lies within the Central Business B District, Downtown Overlay District (DOD) and the Historic District A;

Voted to **postpone** to the reconvened Technical Advisory Committee Meeting scheduled on January 8, 2008.

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F. The application of **Cross Roads House, Inc., Owner**, for property located at **600 Lafayette Road**, wherein Site Review approval is requested to construct a 10,843 ± s.f. 2-story building, after demolishing three existing buildings, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 243 as Lot 2-A and lies within the General Business District;

Voted to recommend Site Review **approval** with the following stipulations:

- 1) That all necessary utilities shall be underground with an appropriate easement. Otherwise, it will be necessary for the applicant to come back before TAC or the Planning Board for additional review and approval;
- 2) That a stub line going to the hydrant to the front of the property line to make a connection from the Lafayette Road water main shall be added to the Site Plans;
- 3) That a Construction Management & Mitigation Plan shall be prepared by the applicant for review and approval by the City’s Traffic Engineer, Planning Department, Legal Department and City Manager;
- 4) That the sidewalk tip downs next to the entrance shall be labeled on the Site Plans;
- 5) That a stop bar shall be added to the Site Plans where traffic goes around the loop into the driveway;
- 6) That a 24” stop bar shall be added to the Site Plans at the site egress;
- 7) That either a “Right Turn Only” or “No Left Turn” sign shall be added to the Site Plans in the same location as the stop sign;
- 8) That a note shall be added to the Site Plans that all trees must be 6’ from the ground to the bottom of the canopy;
- 9) That automatic notification of emergency forces shall be required and a note added to the Site Plans;
- 10) That a Knox Box shall be required and a note added to the Site Plans;
- 11) That a long term maintenance plan for the rain garden be prepared by the applicant, to be reviewed and approved by the City Environmental Planner;

- 12) That approval from the Traffic & Safety Committee must be received prior to the Planning Board meeting;
- 13) That a note shall be added to the Site Plans that if NHDOT does not approve the driveway cut, this application shall require additional review by TAC;
- 14) That the lighting on the back sides of the building shall be reviewed with David Desfosses for his approval prior to the Planning Board meeting;

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G. The application of the **City of Portsmouth, Owner, and PHA Housing Development, LTD, Applicant**, for property located at **100 Lafayette Road**, wherein Site Review approval is requested to convert an existing vacant building to 10 one-bedroom units for seniors 62 or older, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 151 as Lot 8 and lies within the Municipal District;

Voted to recommend Site Review **approval** with the following stipulations:

- 1) That the sidewalk into the park on the south side shall have a break in the fence so people can access the park, and shall be so noted on the Site Plans;
- 2) That the transformer and power location shall be approved by PSNH and Verizon, as appropriate. If the service does not match the approved Site Plan then the applicant shall be required to come back before TAC and Planning Board for amended approval;
- 3) That the guardrail shall be relocated so that it is 3' behind the edge of the pavement, and so noted on the Site Plans;
- 4) That approval from the Traffic & Safety Committee must be received prior to the Planning Board meeting;
- 5) That a Construction Management & Mitigation Plan shall be prepared by the applicant for review and approval by the City's Traffic Engineer, Planning Department, Legal Department and City Manager;
- 6) That on Sheet C-1, Note 3, shall be amended to read "All current state rules and regulations";
- 7) That on Sheet C-1, Note 10, shall be amended to read "that all debris and sediment should be cleaned up to and including the first catch basin";
- 8) That the directional arrows around the site shall be painted, and no noted on the Site Plans;
- 9) That a detail for the entrance from Lafayette Road to the site shall be prepared for review by Deborah Finnigan, and added to the Site Plans;
- 10) That the Site Plans shall be amended to include hatching where they are removing walkways and replacing with landscaping;
- 11) That a report regarding the site distance coming out of the driveway shall be prepared for review and approval by Deborah Finnigan;
- 12) That a note shall be added to the Site Plans labeling the generator as an emergency generator and indicating when it shall be exercised;
- 13) That the fence near the egress from the site should be brought back 5' and so noted on the Site Plans;
- 14) That a 24" wide stop bar shall be added to the Site Plans;
- 15) That the Stop Sign and Do Not Enter signs on the Detail Sheet should be 30" x 30" and a posted detail should be added to the Site Plans;
- 16) That the Landscaping Plan should reflect that all trees must be 6' from the ground to the bottom of the canopy;
- 17) That Automatic Notification of Emergency Forces and a Knox Box shall be added to the Site Plans;
- 18) That a note shall be added to the Site Plans that the elevator shall be installed per State requirements;

- 19) That the Site Plans shall be amended to use Standard manholes rather than doghouse manholes;
- 20) That a note shall be added to the Site Plans that the 6” water main is to be abandoned and the 20” water main shall be labeled as installed in 2002;
- 21) That the domestic water lines which appear to be going into a set of stairs shall be relocated to the mechanical room and so noted on the Site Plans;
- 22) That the recreational play area plans shall be reviewed by Tom Richter to confirm that they do not effect the recreational clear area;

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H. 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 **Two International Group, Applicant**, for property located at **180 International Drive**, wherein site review approval is requested for the construction of a two story 56,000 s.f. building, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 312 as Lot 3 and lies within the Industrial District;

Voted to **postpone** to the reconvened Technical Advisory Committee Meeting on Tuesday, January 8, 2008 at 2:00.

The following comments were made:

- 1) That the sewer line running through the building needs to be labeled on the Site Plans as abandoned and that it shall be removed;
- 2) That the two water services coming into the building shall to be better labeled as they are so close together, to avoid any confusion that there are two services
- 3) That the size and type of water pipe shall be labeled on the Site Plans;
- 4) That the applicant shall address the hydrant in the middle of the parking lot by contacting DPW to work with the field crews to either relocated or abandon the hydrant;
- 5) That the irrigation system must meet City ordinance and shall include a Smart controller, a rain sensor and shall only irrigate between 10:00 pm – 5:00 am;
- 6) That Note 11 on Sheet C-2 shall be revised from pressure class pipe to class 52 pipe;
- 7) That the drainage materials underneath the treatment swales shall be reviewed and approved by David Desfosses, of DPW;
- 8) That it is recommended that the detention basin be moved outside of the wetland buffer to protect a significant wetland;
- 9) That a copy of the traffic impact information used to calculate the traffic impact fee shall be provided to Deborah Finnigan, City Traffic Engineer;
- 10) That a Landscape Plan shall be included in the Site Plan Set and shall be reviewed and approved by Deborah Finnigan, City Traffic Engineer and the Chief Planner;
- 11) That a Photometrix Plan shall be included in the Site Plan Set for review and approval by David Desfosses, DPW;
- 12) That the curbcuts shall be revised on the Site Plans;
- 13) That the existing parking shall be labeled and hatched on the Site Plans;
- 14) That truck turning radiis shall be provided for WB 60’s going around the site, including how they will back into the loading berths, for review and approval by Deborah Finnigan, City Traffic Engineer;
- 15) That the two way traffic in the rear of the building shall be documented for review and approval by Deborah Finnigan, City Traffic Engineer;
- 16) That truck route signs and a barrier shall be added so that trucks are prohibited from making a left hand turn out of the site;

- 17) That the issue of whether future expansion should be noted on the Site Plans shall be agreed upon between Maria Stowell, of the PDA, and David Holden, Planning Director;
- 18) That a study be completed to determine whether radio communications are adequate. The applicant shall contact Gil Emery of the Emergency Operations Center for assistance;
- 19) That a Knox Box and automatic notification of emergency forces shall be noted on the Site Plans;
- 20) That the driveway crosswalk shall be removed from the Site Plans;
- 21) That a WL center line shall be added to the Site Plans at both locations;
- 22) That the ADA parking calculations shall be provided to Deborah Finnigan for review and approval;
- 23) That the Site Plans shall be stamped by a Professional Engineer;

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**III. ADJOURNMENT** was had at approximately 6:00 pm.

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Respectfully submitted,

Jane M. Shouse,  
Administrative Assistant, Planning Department