

**MINUTES OF MEETING
SITE REVIEW TECHNICAL ADVISORY COMMITTEE MEETING**

2:00 PM

SEPTEMBER 30, 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; Thomas Cravens, Engineering Technician; Deborah Finnigan, Traffic Engineer; Peter Britz, Environmental Planner; Carl Roediger, Fire Inspector and Len DiSesa, Deputy Police Chief;

ALSO PRESENT: Lucy Tillman, Chief Planner

I. NEW BUSINESS

A. 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 Summit Lane Development, Applicant, for property located at 183, 185, 187 International Drive, wherein site review approval is requested for the construction of three multi-story buildings totaling 95,500 \pm s.f., with related paving, utilities, landscaping, drainage and associated site

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Robert Stowell, from Trittech Engineering, was present along with Barry Gier, project engineer from Trittech, and Chad Kageleiry, the developer. This project is situate at the corner of International and Oak and is a 9 acre site which they hope to develop into approximately 95,000 s.f. of office space consisting of three buildings. They brought elevations and displayed them for the Committee. They have a combination of 2 and 3 story buildings. They brought some minor revisions today, as a result of the Pre-TAC which was held this morning. Mr. Holden confirmed that this hearing is the public record so they should assume that they haven't met with them as the minutes will go on to the Planning Board.

Mr. Stowell stated they will have on site parking for one space per 200 for the entire build out of this and they are providing over 400 parking spaces. All three buildings will include parking beneath the first floor. The building which is slated for construction first will be a four story building with access to the underground parking from the rear with a main entrance in the front of the building. All buildings will be serviced by elevators and emergency generators. In the packets, sheet SP 1 shows the layout and the zoning requirements, SP-2 and SP-3 look at grading and utility plans. They are proposing to extend the water main in Oak Street. There is a section where Pinecrest is being abandoned that they will need to extend a 12" main for a little over 500' along Oak Street. While they are on Oak Street they are also going to reconstruct the sidewalk which is currently substandard. The main entrance is off International with a secondary access off Oak Street which is slightly relocated to the west from the existing Pinecrest Drive. The westerly most Pinecrest Drive will be abandoned completely. They service the first building from International with their water service and that is where they will have the main water meter and from there the domestic service will go through the

other two buildings. The fire service will be independent from that and will directly off from the water mains on Oak Street. The sewer is connected to an existing sewer on Oak Street. He did not recall if they meet the threshold for the State sewer discharge permit however if they are over that, they will need to permit it. They have in process an AOT application for the site disturbance and they have not had any input from DES on that to-date. Mr. Stowell stated that those are the highlights of the project.

Mr. Holden asked if he wanted to mention anything that they have proposed to amend the plans since Pre-TAC that morning?

Barry Gier, of Tritech, explained that they have added a loading area for building 3 as well as included a loading are for Buildings 1 & 3 which are 30' x 90' for a UPS type truck. All three buildings now have a designated loading area. They added motorcycle parking pads to all three buildings. They also addressed snow storage. Their drainage system is a bio-retention system with fore bays so they are able to utilize the fore bays for snow storage. The interior of their parking island is 15' wide so that should be adequate for some snow storage, he pointed out other storage areas on the site and explained that any excess snow will be hauled off site Mr. Holden inserts that it will be hauled out of town. Mr. Gier agreed. Ms. Finnigan asked if that was marked on the plan and Mr. Gier stated it is not yet on the plans.

Mr. Gier presented a turning movement diagram. He explained that they looked at turning movements for access to the water tower and to the dumpster pads. They ran a WB 40 & a WB 50 and they both work adequately as well as the dumpster locations. Mr. Gier distributed a revised Traffic Memo to the Committee members.

Fire Inspector Roediger asked what was the maximum sizes vehicle that they did turning movements for? Mr. Gier confirmed it was a WB-50 which is a tractor trailer with a 50' trailer. He stated that any fire vehicle is typically shorter than that although the wheel bases are a little bit different. Fire Inspector Roediger asked if he was heading north on International would that tractor trailer be able to turn onto the site? Mr. Gier confirmed that there would be adequate turning radii to enter. Mr. Holden indicated that Mr. Gier should demonstrate that to Fire Inspector Roediger's satisfaction.

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

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Allen made a motion to approve with stipulations. Fire Inspector Roediger seconded the motion.

Mr. Allen addressed the sewer. There was a question about showing the sewer line on Sheet SP-3. The sewer line labeled as S3 coming out of existing manhole 3 and there is a section of line that it ties into which Mr. Allen is not sure whether it is an old section of line which they would require to be replaced. They will be checking on that prior to the Planning Board. If it is an old section, it would have to be replaced. Mr. Holden suggested a stipulation that DPW report to the Planning Board whether that section of sewer line has to be replaced, and if so, it shall be done by the applicant.

Mr. Allen also addressed the drainage system and the issue is that the entire drainage system ties into a receiving section of piping which they have recently sent crews out to inspect and they found some blocked and failed sections. He is not sure how they will deal with this. Mr. Holden suggested a stipulation that a drainage plan shall be approved by DPW prior to the Planning Board. Mr. Holden asked Mr. Stowell if he was on board with that stipulation. Mr. Stowell indicated they were okay with that.

Deputy Police Chief DiSesa asked what was going to be in the buildings? Mr. Stowell stated if would be general office space. Deputy Police Chief DiSesa asked them to contact the City's Communications

Supervisor, Gil Emery at 610-7411, to see about having a Motorola carrier come out and do a site survey to determine whether there is enough strength in the signal to reach inside the building if any police officers or fire fighters have to go inside. They would be responsible for the survey whether or not a repeater needs to be added to the building, and if a repeater is to be added, that cost will also be the responsibility of the developer. If there is no requirement for a receiver and a single strength is fine, then they are fine with it.

Fire Chief Roediger referred to Sheet SP-3 and he did not see an annotation of where the FDC's (fire connections) are on each of the three buildings. Mr. Gier stated that they are running a 6" fire main up from International as well as a 4" water service for domestic. Fire Inspector Roediger asked him to point out where on the three buildings they will be. Mr. Gier pointed out the three locations. Mr. Holden asked if those were shown on the plans? Mr. Gier confirmed that they were and he believed it says "approved fire connection".

Fire Inspector Roediger requested knock boxes on each of the buildings. Mr. Holden suggested that they show the knock box and wiring and the connection. Fire Inspector Roediger added that he has heard quite often that the Fire Alarm Division is not contacted until after they start laying cable and conduit as they are very specific about "what" and "where".

Fire Inspector Roediger had a concern about the existing hydrant on Oak Street. He asked how would they feel about taking that hydrant and moving it on the property side on the other side of the street, within the City right of way on either side of the driveway. Mr. Cravens added this would be a new hydrant. Mr. Gier said they could take the existing hydrant off of the new line and put it in right of way, adjacent to the right of way. They did not have a problem with that. Mr. Holden asked if they would then have two hydrants? Mr. Cravens confirmed that was correct as there will be another building going in across the street in the future. Mr. Gier asked if that was in lieu of the one they show coming off of Oak Avenue. Fire Inspector Roediger responded that would be in addition to, so there would be two.

Mr. Holden requested that a report shall be provided to the Planning Board relative to the process for discontinuing Pinecrest so that the appropriate process can be confirmed to the PDA.

Mr. Holden requested that either a general easement or specific easement be prepared and approved as to contact and form by the City Attorney for access and egress to the water tank. He was leaving it open in case the one that is better or easier to do so it can go either way.

Mr. Holden requested that they should label the existing access to the water tank on Sheet S-1.

Mr. Holden requested that street lighting on Oak Avenue be set up at intervals of 300' with conduit and bases according to the PDA specs and reviewed by DPW.

Mr. Holden requested that a detail or reference be added to the plans that all handicapped ramps will be to City standard within the right of way.

Mr. Holden requested that the traffic fee contribution be coordinated with the City and the PDA for the appropriate amount to go into the Traffic Impact Fund.

Mr. Holden requested that the Landscaping Plan be favorably recommended to the Board by Deborah Finnigan and Lucy Tillman..

Mr. Cravens requested a waterline stipulation. The W-2 extension of the water main should be a 12" cement lined ductile iron pipe because it will eventually tie into the one down on Corporate and Oak. He mentioned the hydrant being installed at the entrance at Oak Avenue. He noted that the hydrant detail calls for an Eddy but that should be removed and a note added to the effect that "the hydrant

shall be installed according to Portsmouth Water Division Standards". The City uses the Kennedy hydrants.

Mr. Cravens indicated that on Note W-7 they had 4" type K copper domestic water service and that should be 4" cement lined ductile iron.

Mr. Cravens requested that the irrigation plan should note that all loam installed should be 6" thick and the irrigation system should be set to run between 10:00 pm and 5:00 a.m., and that they use a Smart controller which would only call for water when the soil needs it as it would have a soil moisture sensor and a rain sensor to keep from irrigating during a rain storm or shortly after a rain event.

Ms. Finigan referred to Sheet T-2 and requested that instead of saying 2006 in the first note, it should say "current New Hampshire Department of Transportation Manual" in case something changes between now and when this build.

She indicated that they need to call Jason Wise at DPW to determine the format that the City would like to see their plans, which is Note 4.

On Note 5, it says install a gravel access and Ms. Finnigan needs them to show the location on the plans.

Ms. Finnigan requested that the silt fence referred to in Note 9 should be shown on the plans.

She requested that any and all signs and pavement markings need details on the detail sheet, including dimensions and color.

She requested that snow removal shall be labeled on the plans as well as a note on the plans that if they have too much snow for the available storage then it will be trucked off site in a safe legal manner.

Mr. Finnigan indicated that the Traffic Report received at today's meeting shall be reviewed and approved by her.

A Construction Management & Mitigation Plan shall be required and it shall include traffic management plans for when they will be working in City streets.

On Sheet SP-1, she requested that they show how the van spaces will be designated.

She requested that the truck turning movements shall be reviewed and approved by her prior to the Planning Board meeting.

The dimensions on the plan should state typical or else they should be labeled.

Ms. Finnigan requested that the following Site Notes should be added or revised as necessary on the Site Plans to make sure that they are meeting actual standards:

- A) Pavement markings shall be installed as shown on the plans and detail sheets. Thermoplastic pavement markings shall include arrows, crosswalks and stop bars shall meet the requirements of AASHTO M249. All painted pavement markings shall meet the requirements of AASHTO M248 Type "F";
- B) All pavement markings and signs to conform to the current "Manual on Uniform Traffic Control Devices", current "Standard Alphabets for Highway Signs and Pavement Markings", and the Americans with Disabilities Act Requirements, latest edition;
- C) See Detail Sheet (insert) for parking stall markings, accessible symbol, signs and sign posts;

- D) Centerlines shall be four (4) inch wide painted yellow lines. Stop bars shall be eighteen (18) inch wide painted lines;
- E) Painted islands shall be four(4) inch wide diagonal lines at 3' -0" O.C. bordered by four (4) inch wide painted lines (if required);
- F) All work performed shall conform to the requirements of the latest edition of the City of Portsmouth Construction Standards;
- G) The contractor shall employ a licensed engineer/surveyor to determine all lines and grades;
- H) All materials and construction shall conform with applicable City, State and Federal codes;
- I) Contractor is to provide an electronic copy (per City Standards) as built to City, owner and engineer as soon as construction is complete;
- J) Coordinate all off-site work with the City of Portsmouth.

She further requested that all ADA ramps shall meet City standards.

Mr. Holden asked if this project was going to be a phased plan and what their time frame was?

Chad Kageleiry, the application, responded that it will be as the market dictates. They have one building committed and they are close to getting a commitment on the second building. They would like to start both of those this fall. He thought the pavement and paving plan showed parking areas related to both of those buildings but they won't know with certainty about the second building until another 2-3 weeks. Mr. Holden confirmed that this Site Review is for all three buildings so he asked if they would make a part of the plan their phasing plan and give it their best dates that they can. Mr. Holden asked Marie Stowell if that posed any unforeseen difficulties? Ms. Stowell stated that they expected that the project would be phased and the lease does commit them to start the first building within a certain amount of time but they expect that the second and third buildings will be delayed and that is not a problem. She felt they should limit the amount of parking that they build so that the parking goes with the building but she believed that was shown on the phased plan. Mr. Holden asked if the markets continue to go crazy, is there any need to re-review this after a certain amount of time or was she comfortable once they start the building permit process it should go right through to completion? Ms. Stowell was comfortable with the way it is shown on the plans and in the lease.

Ms. Tillman asked if both driveways would be installed in the beginning so that the City will have access to the water tower if necessary? Mr. Stowell confirmed that the access out to Oak Avenue is part of Phase I.

The motion to recommend approval passed unanimously with the following stipulations:

- 1) That DWP shall report to the Planning Board whether a section of the sewer line will need to be replaced by the applicant;
- 2) That a Drainage Plan shall be approved by DPW prior to the Planning Board meeting;
- 3) That the applicant shall be responsible to perform a radio-strength test with a Motorola Service Shop to ensure sufficient signal strength within any structure included in this project to support adequate radio coverage for emergency personnel. The expense for the test shall be the responsibility of the applicant, whether or not the test indicates that amplifiers are necessary to ensure this communication. If the test indicates that amplifiers are required, that cost shall also be the responsibility of the applicant (contact person: Gil Emery, Communications Supervisor, 610-7411);
- 4) That a Knox box shall be required on each of the three buildings and the Site Plan shall reflect the Knox box, the wiring and the connection. Also, the applicant shall contact the Fire Alarm Division prior to laying any cable or the conduit;
- 5) That a new hydrant shall be installed at the intersection of Oak Avenue and the proposed driveway, in the City right-of-way;

- 6) That a report shall be provided to the Planning Board relative to the process for discontinuing Pinecrest Terrace so that the appropriate process can be confirmed by the PDA;
- 7) That either a general easement or a specific easement shall be prepared and approved as to content and form by the City Attorney for access and egress to the water tank;
- 8) That the existing access to the water tank shall be labeled on Sheet S-1;
- 9) That the street lighting on Oak Avenue shall be set at intervals of 300' with conduit and bases according to the PDA specs and shall be reviewed and approved by DPW;
- 10) That a detail and reference shall be added to the Site Plans that all handicapped ramps shall be to City standard within the right-of-way;
- 11) That the traffic fee contribution shall be coordinated with the City and the PDA for the appropriate amount to go into the Traffic Impact Fund;
- 12) That the Landscaping Plan shall be favorably recommended to the Board by Deborah Finnigan and Lucy Tillman;
- 13) That the W-2 extension of the water main should be a 12" cement lined ductile iron pipe as it will eventually tie into the one on Corporate and Oak;
- 14) That the hydrant detail shall be revised to eliminate the "Eddy" hydrant and insert "the hydrant shall be installed according to Portsmouth Water Division standards" (the City uses a Kennedy hydrant);
- 15) That the wording in Note W-7 shall be revised from "4" type K copper domestic water service" to read "4" cement lined ductile iron domestic water service";
- 16) That the Irrigation Plan shall include a note stating that all loam installed shall be 6" thick;
- 17) That the Irrigation Plan shall include a note stating that the irrigation system shall be set to run between 10:00 p.m. and 5:00 a.m. and that a Smart Controller shall be used;
- 18) That on Sheet T-2 Construction Note 1 shall be revised to replace "2006" with "current New Hampshire Department of Transportation Manual";
- 19) That on Sheet T-2 Construction Note 4 shall indicate that Jason Wise, City GIS Manager, shall be contacted to determine the proper format for the as-built plans for the City;
- 20) That the gravel access referred to in Note 5 on Sheet T-2 shall be shown on the Site Plans;
- 21) That the silt fence referred to in Note 9 on Sheet T-2 shall be shown on the Site Plans;
- 22) That details shall be provided for any and all signs and pavement markings, including dimensions and color;
- 23) That snow removal shall be labeled on the Site Plans and a note shall be added that if there is not adequate room for snow storage on the site, then it shall be trucked off site in a safe and legal manner;
- 24) That the Traffic Report received at the September 30, 2008 TAC meeting shall be reviewed and approved by Deborah Finnigan;
- 25) That a Construction Management and Mitigation Plan (CMMP) shall be prepared by the applicant, which shall include traffic management plans for work being done in City streets, for review and approval by City Staff prior to the building permit being issued;
- 26) That the Sheet SP-1 shall show how the van spaces will be designated;
- 27) That truck turning movements shall be reviewed and approved by Deborah Finnigan prior to the Planning Board meeting;
- 28) That all dimensions on the Site Plans shall state "typical" or else they should be labeled;
- 29) That the following Site Notes shall be added or revised as necessary on the Site Plans to make sure they are meeting actual standards:
 - A) Pavement markings shall be installed as shown on the plans and detail sheets. Thermoplastic pavement markings shall include arrows, crosswalks and stop bars shall meet the requirements of AASHTO M249. All painted pavement markings shall meet the requirements of AASHTO M248 Type "F";
 - B) All pavement markings and signs to conform to the current "Manual on Uniform Traffic Control Devices", current "Standard Alphabets for Highway Signs and Pavement Markings", and the Americans with Disabilities Act Requirements, latest edition;

- C) See Detail Sheet (insert) for parking stall markings, accessible symbol, signs and sign posts;
- D) Centerlines shall be four (4) inch wide painted yellow lines. Stop bars shall be eighteen (18) inch wide painted lines;
- E) Painted islands shall be four(4) inch wide diagonal lines at 3' -0" O.C. bordered by four (4) inch wide painted lines (if required);
- F) All work performed shall conform to the requirements of the latest edition of the City of Portsmouth Construction Standards;
- G) The contractor shall employ a licensed engineer/surveyor to determine all lines and grades;
- H) All materials and construction shall conform with applicable City, State and Federal codes;
- I) Contractor is to provide an electronic copy (per City standard), of the as built to City, owner and engineer as soon as construction is complete;
- J) Coordinate all off-site work with the City of Portsmouth.

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B. The request of **Fleet Street Properties, LLC, Owner**, for property located at **154 Fleet Street**, for a third additional one year extension of Site Review Approval which was granted by the Planning Board on October 20, 2005, to construct a 3,246 ± s.f. 4-story building with basement, after removal of the existing building, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 117 as Lot 6 and lies within a Central Business B, Historic A and Downtown Overlay Districts.

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

John Chagnon, P. E., of Ambit Engineering, presented. Also present was Gregory Whalen. Mr. Chagnon indicated that the original approval was granted in 2005 and two one year extensions have since been granted. They are now seeking a third one year extension of their approval which expires on October 20, 2008. He did not believe there were any proposed changes at the last extension received last October except the stipulation regarding hours of construction. Mr. Holden asked for a brief overview of the project as they have new Planning Board members and this will give them an inkling of what is being requested.

Mr. Chagnon stated that the project is the proposed redevelopment of a five unit residential, wood framed building on Fleet Street. The proposal is to take the building down and construct a new 3,246 s.f. 4-story brick building with a full basement. The first floor will be retail at street level and there will be eight residential units on the 2nd, 3rd and 4th stories. They will be doing sidewalk replacement to brick standard, putting in new utility connections, they will add a catch basin and bring the drainage up Fleet Street. Currently there is a catch basin off site and they will put in another section of drain line and catch basin to improve the drainage on Fleet Street. The project was approved by the HDC and that approval has been kept current. It is a redevelopment of an existing downtown lot into a taller brick building with retail and residential.

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

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Holden stated they should keep all conditions in place unless there is someone who has any additional stipulations.

Ms. Finnigan made a motion to approve a third additional one year extension with all previous stipulations. Mr. Allen seconded the motion.

The motion to grant a third additional one year extension of Site Review approval passed unanimously with all existing stipulations:

Stipulations from the October 20, 2005 Planning Board Meeting:

- 1) That an oil/water hood be installed on the catch basin located on Fleet Street, subject to review and approval by David Allen;

Stipulations from the October 4, 2005 Technical Advisory Committee Meeting:

- 2) That the armor-tile panel shown on the Sidewalk Tip Down detail on Sheet D-1 be removed;
- 3) That the sidewalks be shown as a minimum of 5' and so noted on the Site Plans;
- 4) That the City Attorney review the grease trap issue (See previous Stipulation #4 below) to determine how to address this issue for future potential restaurant use (perhaps as part of the deed);
- 5) That all parking space striping and installation of parking meters shall be coordinated with DPW;
- 6) That the Construction Management Plan, including but not limited to all licenses and easements, shall be approved by the City through the City Attorney, Planning Department and DPW, and shall be presented and approved by the City Council prior to the issuance of a building permit;
- 7) That the parking fees shall be calculated in conjunction with the Planning Department and the applicant;
- 8) That the engineer design the drainage line in such a way that future catch basins on the other side of Congress Street could be adequately drained using this new drain pipe;
- 9) That the applicant shall sign the Site Review Application;

Stipulations from the August 30, 2005 Technical Advisory Committee Meeting:

- 10) That a detail be added to the Site Plans regarding the front awning;
- 11) That details be provided relative to footings and building protrusions and that all footings either under or on the City right of way shall require approval from the City Council;
- 12) That the drainage line be extended from the building to the end of the City drainage line;
- 13) That a grease trap be installed for any potential restaurant use;
- 14) That a knock box and fire alarm box be installed;
- 15) That a Construction Management Plan be prepared for review and approval by the City;
- 16) That if a determination is made that blasting will be required, a plan will be submitted for approval prior to a blasting permit being issued;
- 17) That a note be added to the plan explaining the use of the shared driveway; and
- 18) That a note be added to the Site Plans reflecting that the replacement of the fence in the rear is "replacing in kind";

Stipulations from the October 18, 2007 Planning Board Meeting:

- 19) That the hours of construction as allowed by City Ordinance be noted on the Site Plans;

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III. ADJOURNMENT was had at approximately 2:35 pm.

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Respectfully submitted,

Jane M. Shouse
Administrative Assistant