

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

2:00 PM

MARCH 31, 2009

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

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

ALSO PRESENT: Lucy Tillman, Chief Planner

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I. OLD BUSINESS

A. The application of **RKDOLLA, LLC, Owner**, for property located at **198 Islington Street**, wherein Site Review approval is requested to construct a 3/4 story, 5,671 ± s.f. addition to an existing building, with related paving, utilities, lighting, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 137 as Lot 20 and lies within the Historic District A and Central Business B Districts;

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Jeff Clifford, of Altus Engineering, was present along with the applicant. They met with TAC on March 3rd, have made progress and resubmitted their plans. He met with Deborah Finnigan, David Holden and Lucy Tillman regarding the garage and drainage issues. They met with Pre-TAC this a.m. and received good input on the Islington Street corridor plan. Based on a City suggestion regarding relocating a tree on the site, they have embraced the idea. They will be meeting with Traffic & Safety on April 9th to review the garage issue and site distance. He reviewed their sit plan changes.

Mr. Clifford pointed out where the site was and the proposed addition and parking. They are moving the driveway over and are changing the garage from two doors to one door which helps the turning movements. They moved the back of the garage to the south to provide more space for the individual parking stalls. The columns were also moved and were resized to 8' x 8'. They have three stalls which are back further with a wider aisle. They did a computer generated turning analysis which showed that all parking spaces are accessible and would count towards their parking requirement. Their 11 covered parking spaces count as 33 spaces, per the zoning Ordinance, and they have 5 spaces on the outside, totaling 16 spaces.

They have added a door to access the green space on the side and back to help maintain the drainage system. They also added cleanouts on the inside of the garage. The open space calculation changed to 12% where 5% is required. There was a discussion about the open space at Pre-TAC and they have restraints with sewer lines in the front, however, they proposed crabapple trees in the front but feel they could put a bigger tree further back which would give them better site distance. Mr. Clifford felt that was a very good idea.

Mr. Clifford addressed the five comments from the last TAC meeting:

- 1) The overdevelopment of the site. He addressed this as part of the open space calculation.
- 2) Turning movements for parking. He provided information about the turning diagrams and met with Deborah Finnigan.
- 3) Whether the drainage system is sustainable or functional. They have come a long way with clean out and access. They have provided cleanouts with the subsurface system as well.
- 4) Landscape Plan lacking information. They resubmitted the Landscaping Plan which includes the large tree. they are avoiding stone or bark mulch by using ground covers on the site which are very low maintenance.
- 5) Traffic Study Update. They submitted an updated traffic letter showing site distances and there is no parking on that side of the street so there is no impact. They need to add one more sentence regarding site distance being adequate at 30 mph.

Mr. Clifford felt that they now have a better parking arrangement for the residents of this site. He asked for questions.

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

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Desfosses made a motion recommending approval as presented with stipulations. He felt that the Applicant has gone a long way from the last meeting to accommodate most of the Committee's concerns. Ms. Finnigan seconded the motion.

Mr. Holden asked if the 8 x 8 columns are significant enough so vehicles won't hit them? Mr. Clifford stated that they were. The structural engineer will be aware of what the capacities are and what the use of it will be. The Bull Moose parking lot used the same columns by the same engineer.

Mr. Desfosses asked to formalize the addition of a siltcock to allow for cleanage of the drainage system on the west side of the building as there will not be a hose access on that side of the building.

Mr. Desfosses indicated that they needed to formalize the tree which will be on the east side and a landscape easement will be granted to the City in perpetuity. That easement would have to be approved as to content and form by the City Attorney. The tree also needs some vertical curbing around the base to prevent salt getting at the roots.

Mr. Desfosses stated that, after reviewing the overall drainage and the fact that the building is a little bit larger, it was the opinion of Mr. Desfosses and the Deputy Director of Public Works that the applicant should be responsible for constructing a drain line up Brewster Street, coming from McDonough Street to tie the drainage into the available storm drain that is on McDonough Street.

Ms. Finnigan requested that the sentence that the minimum site distance based on 30 mph has been met should be added to the language of the traffic memo.

Ms. Finnigan requested that a Construction Management & Mitigation Plan shall be prepared by the Applicant for review and approval by the City, prior to the issuance of a building permit.

Ms. Finnigan stipulated that the Planning and DPW staff shall review the revised landscape plan after the bigger tree is added, prior to the Planning Board.

Ms. Finnigan indicated that they need Traffic & Safety approval prior to the Planning Board meeting..

Deputy Police Chief DiSesa stipulated 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 the 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, too, shall be the responsibility of the applicant. All testing and all installations shall be coordinated between the applicant and the police/fire communications supervisor.

Deputy Fire Chief Griswold noted that sprinklered buildings require automatic notification of emergency forces & a Knox box. This must be provided by an independent contractor as there is a moratorium on new fire alarm boxes.

Mr. Holden asked if the door going out to the side is not required under code, does it require a sidewalk? Deputy Fire Chief Griswold indicated that if it is an exit, it will require a sidewalk. Mr. Clifford confirmed that it is not an exit and is for maintenance only. Deputy Fire Chief Griswold confirmed it does not require a sidewalk.

Mr. Britz requested that a schedule and frequency for inspecting the stormwater cleanout areas in the CMMP and on the site plan.

Mr. Desfosses stated that the drainage system on Brewster Street needs to be reviewed and approved by DPW prior to a building permit being issued. Mr. Clifford confirmed they would like to sit down and meet with DPW about the scope and alternatives.

Mr. Desfosses requested a brick sidewalk detail, to be reviewed and approved by DPW.

Mr. Holden indicated that they need to receive approval from the HDC for an amended building plan.

Mr. Holden commended the applicant for working with the Committee on this and it has worked out to the benefit of the project. He also thanked them for the planting of the street tree on the Islington Street corridor.

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

- 1) That the Applicant shall include a siltcock to allow for cleanage of the drainage system on the west side of the building;
- 2) That the tree shall be located on the east side of the property and a landscape easement in perpetuity shall be granted to the City, to be prepared for review and approval by the City Attorney;
- 3) That the Applicant shall be responsible for constructing a drain line up Brewster Street, to tie the drainage into the available storm drain on McDonough Street;
- 4) That a sentence shall be added to the Traffic Memorandum that the minimum site distance based on 30 m.p.h. has been met;
- 5) That a Construction Management & Mitigation Plan (CMMP) shall be prepared by the Applicant for review and approval by the City, prior to the issuance of a building permit;
- 6) That the revised Landscaping Plan shall be reviewed and approved by Planning and DPW staff, prior to the Planning Board meeting;
- 7) That the Applicant shall receive approval from the Traffic & Safety Committee prior to the Planning Board meeting;
- 8) 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 the 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, too, shall be the responsibility of the applicant. All testing and all installations shall be coordinated between the applicant and the police/fire communications supervisor;
- 9) That the Applicant shall provide automatic notification of emergency forces and a Knox Box, through an independent contractor, as there is a moratorium on new fire alarm boxes;
 - 10) That the CMMP and the Site Plans shall include a schedule and frequency for inspecting the stormwater cleanout areas;
 - 11) That the drainage system on Brewster Street shall be reviewed and approved by DPW prior to the issuance of a building permit;
 - 12) That the brick sidewalk detail shall be reviewed and approved by DPW;
 - 13) That amended approval shall be received from the Historic District Commission for the amended building plan;

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Deputy Police Chief DiSesa was excused from the rest of the meeting.

B. The application of **51 Islington Street, LLC, Owner**, for property located at **51 Islington Street**, wherein Site Review approval is requested to construct one 4-story, 7,836 ± s.f. residential building and one 5-story 12,342 ± s.f. mixed use building, after demolition of the existing building, with related paving, utilities, lighting, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 126 as Lot 33 and lies within the Historic District A and Central Business B Districts;

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

John Chagnon, of Ambit Engineering addressed the Committee. Last month the Committee expressed concerns and they have revised the Site Plans. They appeared before the Traffic & Safety Committee on March 12th and they had comments relative to the sidewalk. They felt it was important to have 4' sidewalk around the entire parcel. They also made the cutback on the curb at Parker/Tanner Court so that a 50 vehicle could make the corner. The back building was shortened by 2' in width to accommodate the corner. They also cut the other corner by 25'. Deputy Police Chief DiSesa had previously commented on having a gate on the ramp. They did not show that but they have a sign saying that this is a private driveway and they feel a gate is more of a hindrance. The vehicle count on Parker Street is 3 vehicles per house. Traffic & Safety wanted them to put meters on Islington Street and to have the garage layout go to the Parking Committee. They tabled the application until they receive approval from TAC. They also submitted turning movements in and out and turning radius at the intersections.

The Traffic & Safety Committee did not have any opinions on circulation. They talked about Parker Street operating as two way and the previous Kline's owner confirmed that. They also did not take the position on whether circulation should be rearranged to have Tanner Street be one way out and Parker Street two way or reverse Parker Street to be two way out. They want TAC to decide first and then go back to Traffic & Safety.

They included a parking layout in the packet. In addition, the applicant will soon be providing a letter addressing which building should be built first.

Mr. Chagnon noted changes that were made on the plans. They only have one water service to the building on Parker Street. They still have the three fire service connections. They added the Motorola note. They showed the sidewalk and put the transformer on the other side of the walkway. Lastly they tried to get in touch with DPW to get information on inverts. The department shows a 15" line across from this property and Mr. Desfosses indicated it was a 16" line and the applicant should replace that. He handed out a plan profile which shows the steep run and constrained right of way. They made

notes about using specific types of pipes. They plan to replace what is there now and they will do test pits before starting work. They need to know what the inverts are as they are going to replace the pipe and they need to know if it is deep enough to service the whole building. On the right they show the sewer from Islington Street.

Mr. Chagnon understood they should have a meeting regarding circulation which has not happened yet as their traffic engineer is preparing information.

The Chair called for public speakers.

Steve Fowle, of Tanner Court, addressed parking in the neighborhood and specifically on Tanner Court. Originally this proposal did not have any parking. Mr. Kelm hosted a meeting and agreed that it would be feasible to put 4-5 spaces along Tanner Court. Parking is very tight in this neighborhood. Mr. Kelm indicated last month that he has changed his position to put parking on Tanner Court. Mr. Fowle went around the neighborhood and got signatures on a document regarding the parking issue and he submitted that to the Committee.

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

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Cravens indicated that from a water review he is satisfied. Water service sizes will have to be determined.

Mr. Desfosses had a few comments. He wanted to point out that even if the 4-5 parking spaces were put on Tanner Court, those spaces would not belong to the Tanner Court residents and the residents of the new building would be competing for them also. Secondly, in his discussion with Mr. Chagnon, he asked Peter Rice what his preference was and it was specifically to bring their sewerage to Hanover Street because it was the fastest line to the pump station. They may be able to re-entertain their thoughts on that but that was Mr. Rice's response.

Mr. Desfosses felt that parking and traffic will be huge and they need to address how people will get in and out of the site. Until that is worked out, he reserves judgment to review the plans.

Ms. Finnigan supports Mr. Desfosses' comments. They still need to go back to T&S. She could not find any type of landscaping on the plan so that will be needed for review. Regarding the comments concerning the garage layout, it has not been reviewed by the Parking Committee and she indicated they need to contact Jon Frederick for that. Ms. Tillman also added that the underground parking plan they submitted does not meet zoning requirements so that would have to be worked out first. Mr. Holden asked if it was their intent that all spaces would count? Mr. Chagnon responded that they did a calculation of the parking impact and he would look to the Department for their review of that. He believes they have a 17.2 unmet parking need and they will just pay that. Mr. Holden felt it would be helpful if they would show some turning radius to demonstrate that these spaces will work as he felt that quite a few would be difficult to use. Mr. Chagnon advised them that they will have to take that up with the architect who prepared the plan. Ms. Finnigan agreed with Mr. Holden.

Mr. Holden did not believe that this application had progressed enough. It appeared that nothing other than utilities had progressed. They have been expecting a letter from Attorney McEachern for 3 weeks regarding traffic flow. Ms. Tillman added that the parking plan lacks any type of information to even start a review. Mr. Chagnon indicated they would like to see the project move forward and that the developer should meet with staff to discuss traffic circulation as that seems to be the next key issue.

Mr. Holden asked if the sidewalks are on private or city property? Mr. Chagnon explained it is a mix. The streets are no narrower than they are now. Mr. Holden pointed out that they will have to make sure that is covered with easements. Mr. Holden wondered if they could consider a joint T&S and TAC. Ms. Finnigan felt that the calculations by their Traffic Engineer need to be reviewed prior to the next meeting and part of the discussion is to look at the site distance for vehicles coming out on Islington Street. Mr. Chagnon noted that if they come out Parker they will lose two parking spaces and if they come out Tanner they won't lose any. Ms. Finnigan asked that that be included.

Mr. Holden suggested that Mr. Chagnon speak with Attorney McEachern to have a meeting with representatives of both TAC and T&S. He should also relay the Committee's comments on the parking layout to the applicant and Attorney McEachern as they don't want a public safety hazard.

Mr. Cravens referred to Detail Sheet D-2, there is a utility pipe where they used insulation if they can't get to the minimum depth. That wording concerns him because a contractor may put it in 3' or shallower. He would like to have it say if minimum cover cannot be achieved, contact Water Department for resolution. A case like this might only be used when they have to go over something like another utility.

Mr. Holden indicated they will keep public hearing open.

Mr. Desfosses made a motion to postpone to May 5th. Deputy Fire Chief Griswold 2nd the motion.

The motion to postpone to the May 5, 2009 TAC meeting passed unanimously.

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II. NEW BUSINESS

C. The application of **Orchard Park Owner's Association, Owner**, for property located at **875 Greenland Road**, wherein Amended Site Review approval is requested for parking lot rehabilitation, new sidewalks, new lighting, and landscape improvements, with related paving, utilities, drainage and associated site improvements. Said property is shown on Assessor Plan 259 as Lot 12 and lies within the Office Research District;

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Gregg Mikolaities, of Appledore Engineering, presented. Also present were Patrick Crimmins of Appledore Engineering and Michael Kane, of the Orchard Park Owner's Association. They passed out an aerial photo showing the existing project in 1985. The paving is very tired and the landscaping needs to be modified. This project will include new paving, landscaping, sidewalks and walkways, site lighting, installation of picnic tables and sand benches and improvements to the building façade and signage. The paving has been patched and seal coated over the years and they plan to completely remove the paving and reinstall it. There is currently a 2' grass strip between the pavement where people park and the sidewalk and part of their project is to abut the sidewalk to the curb line. In the courtyard between the buildings they have eliminated sidewalks to add more green space. They are introducing three sitting areas with three picnic tables to encourage tenants to go outside and be a more vibrant office park. An extensive landscaping plan was done and the plantings will be more in line with colonial architecture on the site and would require less maintenance. Site lighting will be updated to dark sky friendly fixtures. They passed out cut sheets to the Committee showing 25' poles for security purposes. The open space is 45% where 30% is required. They are providing 254 parking spaces where 209 are required. Mr. Mikolaities felt it was a very simple project. It is a much needed upgrade to the office park and it will bring it up to current standards and codes.

The Chair asked if there was anyone 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 noted on the lighting plan they have an 81.4 reading which seems pretty hot. Mr. Mikolaities thought it was .81 but he will check with the lighting designer and have them clean it up a little bit.

Mr. Cravens noted that they show a few gate valves on the Site Plans but some are missing. He would like to see them all located and brought up to grade before they finish the project. They should dig down and try to find any that are missing and put a new box on. He also asked them to put them on as-builts when project is done and provide a copy to DPW.

Mr. Britz, as the Conservation Commission representative, thought that redoing the drainage the same as 1985 is not longer adequate. He asked about porous pavement. He asked them to respond to how they are upgrading the drainage? Mr. Mikolaities responded that they are not proposing to upgrade the drainage as it works and there have been no complaints. Mr. Britz asked if the drainage worked from the Clean Water Act standpoint? He would like some type of infiltration or increased infiltration for run off from cars. Mr. Desfosses felt it would be up to the applicant to come back with a plan as the City is going to want to see something. He would change the drain pipes and put perforated pipes in with crushed stone beds for infiltration as opposed to the more expensive porous pavement. They could do a cost savings analysis on that. He would like them to use an oil/water separator device and the City is having good luck with the ones from Clean Stream Technologies. Therefore, he echoes Mr. Britz's concerns on drainage as it is a sandy site. Mr. Holden indicated that the rational is if they are taking out an old parking system, the State has new regulations, and they are looking to demonstrate that they are holding people to improvements over the existing conditions. But rather than dictate it, he suggested that Mr. Mikolaities come up with something.

Mr. Desfosses noted on the half scale sheets that the dumpsters are shown as screened so he is removing that from his list of outstanding items.

Mr. Desfosses stated that the handicapped parking spaces should be as close as possible to the main doors. Mr. Mikolaities responded that they placed the handicapped spaces due to the slope. Also, the elevators are outback. Mr. Mikolaities stated they would move them around.

Mr. Desfosses reviewed the photometrix plan and indicated that the 25' poles are unacceptable. He is going to limit them to 20' poles because they are near a residential neighborhood. Mr. Holden asked if it could be 20' near the buffer and 25' elsewhere? Mr. Desfosses stated that he would not recommend that as this lot is half in a residential district and half in a commercial district. If they could show him an analysis that the people in the residential house aren't going to be able to see the light bulbs from their house, he might be able to think about it but 25' is the maximum height that he would allow anywhere in the City. The other lights say they have cut offs which would be fine.

Mr. Desfosses indicated that they need to take a look at the off site sidewalk on Borthwick Avenue but he has not had a chance to look at it yet. He was booked this week but was available next week. He thought the sidewalk on Greenland Road may need to be upgraded as it is as old as Orchard Park.

Mr. Holden asked if they need to get people across Borthwick? Mr. Desfosses confirmed that there is an existing crosswalk near the bridge and a lot of work was done when NECU was done.

Ms. Finnigan asked if the buildings will be open during construction and will regular cars be able to traverse at the construction driveway? Mr. Mikolaities confirmed this and explained that they will pull up the pavement and they will have a sock (?) cutline along Greenland Road.

Ms. Finnigan asked about the work schedule for this project will be Monday – Friday, 7:00 am – 6:00 pm? Mr. Mikolaities confirmed that was correct. Mr. Holden confirmed there will be no weekends as they are next to the residential neighborhood.

Ms. Finnigan noted on the site plan that they are coming in on the left side and it says curbing with tip down and she asked by there was a tip down? Mr. Mikolaities confirmed that is a transition where it blends down as there is no curb on Greenland Road. It tapers down from 6” to zero. Mr. Desfosses stated he would look at that next week also.

Ms. Finnigan asked about the sidewalk to the driveway but there is no crosswalk to the buildings. Typically they have a pathway from the street to the buildings. They might want to look at that as well.

Ms. Finnigan referred to Sheet C-3 regarding As built and they should be sent them to DPW for updating our GIS system. A Construction Management & Mitigation Plan will be required.

Ms. Finnigan asked how high was the landscaping on the driveway? Mr. Mikolaities pointed out a note in the details for site distance on C-5.

Deputy Fire Chief Griswold was all set.

Mr. Britz asked for motorcycle parking spaces.

Mr. Holden asked the applicant if there was a tremendous issue if this was postponed for a month. Michael Kane talked about the project. This started as a paving job. One problem with the site is they have all sorts of sections jutting out creating problems for pedestrians, mowing, and maintenance. This is a condominium association and it was hard enough for them to make a decision to spend this money all at once. The site is poorly designed. They are moving the mailboxes to the front of the building for security reasons which eliminates the need for all of the sidewalks in the rear. He is happy to do any thing that is reasonable but he can't push the button on this. He wants the site to be better but it has to be affordable. Otherwise, they will just repave the site. They are trying to get this thing done right away.

Mr. Holden suggested a motion to approve with stipulations but then postpone it to next week to take care of as many issues as they can. He suggested a meeting with staff on Monday and then a reconvened TAC meeting on Tuesday, April 7th, to get in as much as they can.

Deputy Fire Chief Griswold made a motion to recommend Site Review Approval with stipulations. Mr. Britz seconded the motion.

Ms. Finnigan requested a CMMP and a crosswalk from the sidewalk to the building.

Deputy Fire Chief Griswold requested a motorcycle parking pad.

Mr. Britz stated he would defer to Mr. Desfosses on infiltration.

Mr. Cravens asked them to identify a spigot in the middle of the courtyard and show where it goes. He also asked them to locate and raise to finished grade all service shut offs and gate boxes that are not showing. There should be at least three per building and the ones for the hydrants. Any gate or service

boxes that are not shown shall be dug up and replaced. And as-builts shall be provided to DPW at the completion so that they know where they are for turning the water off in emergencies.

Mr. Desfosses stated that all light poles shall be no higher than 20', no bulbs brighter than 250. He will let the sidewalk go. He would like them to look at the infiltration and drainage perforation. Maybe it would be just enough to contain the first flush. That would contain into a small amount of the pipe and he would like a report back on Monday. He requested drainage hoods, the Clean Stream Technology, and moving the handicapped spaces to the closest spots.

Ms. Finnigan requested as builts be sent to the GIS Department.

A motion was made and seconded to postpone this application to next Tuesday, April 7th at 2:00 pm.

The motion to postpone passed unanimously.

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III. ADJOURNMENT was had at approximately 3:30 pm.

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Respectfully submitted,

Jane M. Shouse
Administrative Assistant