

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

2:00 PM

JANUARY 5, 2010

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

MEMBERS PRESENT: Rick Taintor, Director, Planning Department, Chairman; David Allen, Deputy Director, Public Works; Deborah Finnigan, Traffic Engineer; David Desfosses, Engineering Technician; Jared Sheehan, Engineering Technician; Peter Britz, Environmental Planner; Steve Griswold, Deputy Chief, Fire Department and Stephen Dubois, Deputy Police Chief

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I. NEW BUSINESS

A. The application of **Seacoast Development Group, LLC, Owner, and Hodgson Brook Restoration Project**, Applicant, for property located at **505 Route One By-Pass**, wherein Site Plan Approval is requested to pave an existing gravel parking area in association with the Hodgson Brook buffer restoration project, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 234 as Lot 5 and lies within the General Business District.

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Candace Dolan, Coordinator of the Hodgson Brook Restoration Project, addressed the Committee. They received Conditional Use approval from the Planning Board and they were asked to include the planting plan and plant list and an engineering stamp on their Site Review plans for the bioretention system. She introduced Patrick Crimmins, of Appledore Engineering, who addressed the paving.

Mr. Crimmins handed out a revised plan to the Committee members. They are planning to pave the existing gravel area and they are constructing a 12,000 s.f. buffer restoration area adjacent to the paved area. The original plan showed loam and seed and granite curb along the street but those have since been removed and they are proposing to maintain that area as a gravel strip. They propose to line the buffer restoration with a Cape Cod berm. There will be a 4' curb break in the center of the curb line so water is pitched toward and into the bioretention area. It's very simple. They are only proposing paving and curbing.

Mr. Britz asked if the bollards will come off the plan also? Mr. Crimmins confirmed they will be removed as the curbing along the edge is now the protection.

Mr. Taintor understood that at this point they are not looking at using the paved area for parking and it is only there to facilitate the stormwater flow. Jim Bouzianis, property owner, stated the use of that area will not change from what is it today which is very occasional overflow parking and primarily

tractor trailer parking for their transport customers. Under normal circumstances there is ample striped parking on the rest of the property to handle their business.

Mr. Desfosses asked if the gravel that is down there now is substandard gravel? He wondered why their detail showed it all being replaced. Mr. Crimmins indicated they have not analyzed it yet. He can add a note to have the gravel analyzed. Mr. Desfosses felt it appeared stable and maybe they could just grade it and pave on top of it. Mr. Bouzianis stated there are probably at least three application of stone dust over the past decade. Every 3-4 years they bring in enough stone dust to make it level and look clean. There was a gravel base under it years ago but they have added stone dust as it tends to stay better in the winter and it's more attractive than just standard gravel. Mr. Desfosses was fine with that.

Mr. Desfosses noticed there was no fence or guardrail on the revised plan. Mr. Crimmins stated that the owner was simply looking to pave the area and they were not under the impression that the bioretention buffer restoration approval for Conditional Use would tie them into site review. The owner does not want to incur the expense for a guard rail. Mr. Desfosses asked about a post and rail fence which is cheaper. Mr. Bouzianis understands the reason for the request. Initially the Hodgson Brook Restoration project was not going to require anything from them except permission to work on their property and they cooperated with that. They weren't planning to pave but it dawned on them this was a good time to do the paving they had talked about over the years. They didn't believe they would be obligated to do anything other than what was proposed. Mr. Desfosses believed Mr Bouzianis was correct. Mr. Bouzianis felt that the paving would be aesthetically nicer for them and it would allow for a better flow of the water to the bioretention area and it would get rid of an eye sore. They felt they could handle the curb requirement but were hoping to avoid the cost of a fence. Mr. Desfosses stated that a guard rail would be expensive but a post and rail fence would be fairly inexpensive. He was worried that without something there to prevent snow being plowed over the plantings there would be a problem. Mr. Bouzianis felt this is supposed to be an aesthetically pleasing restoration and he asked Ms. Dolan if benches were still part of her plan.

Ms. Dolan explained there is the possibility of putting in narrow stepping stones and a small bench to encourage people to sit and enjoy the area so they would like to keep an access to the area. There will be tours coming from the UNH Stormwater Center and the EPA so they want to make sure they have access to the area. Mr. Desfosses agreed that made sense.

Mr. Desfosses added that if they are going to put a Cape Cod berm in without some sort of buffer protection, they may want to make the curb break a little wider so that if it clogs up, a machine will be able to get through without taking out the curbing.

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 for purposes of this meeting.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Britz made a motion to approve with the changes in the Site Plan handed out by Mr. Crimmins at this meeting. Deputy Fire Chief Griswold seconded the motion.

The motion to recommend Site Plan Review Approval passed unanimously with the understanding that Site Plan Sheet C-2, revised on 01//05/10, shall be included in the Plan Set submitted to the Planning Board.

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B. The application of **Catalpa Realty Trust, Owner**, for property located at **249 Islington Street**, wherein a second one year extension of Site Plan Approval received on February 21, 2008 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.

The Chair read the notice into the record.

No one appeared to present this application.

Mr. Britz made a motion to postpone this application to the end of the Agenda. Deputy Fire Chief Griswold seconded the motion. Motion passed unanimously.

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C. The application of **Durgin Square Holdings, LLC, Owner and Urban Retail Properties, LLC, Applicant**, for property located at **1600 Woodbury Avenue (Durgin Square Plaza)**, wherein Amended Site Plan Approval is requested to revise landscaping and install irrigation in the parking lot area and along Woodbury Avenue, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 238 as Lot 16 and lies within the General Business District.

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Bradley Bolduc, of Leehy Landscaping, advised the Committee members that they had spoken to an abutter today and, as a result of that discussion, they would request a postponement of this matter to the next regularly scheduled meeting.

Ms. Finnigan made a motion to postpone this matter to the February 2, 2010 TAC meeting. Mr. Desfosses seconded the motion.

The motion to postpone this application to the February 2, 2010 TAC meeting passed unanimously.

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D. The application of **Summit Land Development, Applicant**, for property located at **207 International Drive**, wherein Site Plan approval is requested to construct a 4-story 6,557 ± s.f. addition to the existing 4-story office building and parking lot expansion of 198 spaces, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 315 as Lot 4 and lies within the Airport Business and Commercial District.

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Phillip Corbett, of Hoyle Tanner, addressed the Committee. He stated that the National Passport Center previously rehabbed a building which had been occupied by Liberty Mutual and is now proposing a 4-story 26,377 s.f. addition to accommodate new and existing employees with 198 new parking spaces. The addition will seek LEED certification for interior renovations as well. They

worked with the PDA to reconfigure the footprint of the building to keep it out of the wetland buffer. The existing utilities will be extended from within the inside of the building so there are no new proposed utilities with the exception of the gas line. There is access and a retaining wall along the back of the building for emergency egress. There will be a treatment swale which they will mitigate with a downstream defender, a mechanical separator to replace that treatment swale, they will collect the stormwater and pipe it to the existing stormwater detention pond. Pipes will go under the building to avoid impacts to the wetland buffer. The existing stormwater detention pond has additional capacity to accept additional flows but they are also proposing a storm check chamber to infiltrate groundwater from the proposed addition from the roof leader. Because of the additional parking spaces they will restripe some of the spaces in the front to provide additional ADA spaces. The new parking lot is 198 spaces and 8 spaces will be displaced with the improvements for a net of 190. The new parking lot is irregularly configured due to lease lines and existing wetlands and buffers. There will be new site lighting in the parking lot and they have proposed several stormwater treatment methods including a bioretention area in the median, a couple of treatment swales and a proposed detention pond to mitigate the increase in water quantity. There will be snow storage along the north side of the parking lot which is uphill from the stormwater facility to try and minimize the amount of salt that is getting into the pond and they will have an opportunity to remove that in the spring.

To accommodate the proposed parking, they are proposing a lot line adjustment which will be heard at the January Planning Board meeting.

Mr. Corbett added that the Passport Center has three staggered shifts for arrivals and departures over four hours in the morning, evening and late at night so it reduced the amount of peak hour traffic.

He displayed a rendering of the new building with the addition and loading dock.

Mr. Corbett stated that covered the major components of the project and asked for questions.

Mr. Britz asked if they added a downstream defender to the Site Plans? Mr. Corbett responded that the downstream defender on Sheet C-7 and is southwest of the building layout. Because of the building addition it will displace part of the treatment swale so they will collect water in that and it is already on the plan.

Mr. Britz asked if they will make any changes to realign the stormwater into the bioretention area. Mr. Corbett explained they will re-grade part of the existing parking lot to get it into the existing bioretention area or they can just add another small bioretention area at the end of the parking lot to capture all of the parking lot before it gets into the detention pond. Mr. Britz asked Mr. Desfosses if he felt he could look at that before the Planning Board meeting.

Mr. Desfosses stated he would be recommending that they have a meeting between the development team and PDA to work out a lot of small issues rather than belabor them today.

Ms. Finnigan referred to the corner next to the retention pond, and asked how they will prevent a car from running into the pond as there is no curbing or protection. If it is snowing there is no way to tell where the end of the lot is. Mr Corbett responded it is 20' from the parking lot to the edge of the pond. When he was looking at this and deciding whether they wanted to add parking stops at the bioretention facility he drove around the PDA and found lots of parking lots where as long as they are not on the edge of a steep slope there are no curb stops. They can add a fence which will not hinder the flow into the detention pond and still meet their intent of sheeting the flow underneath. Curbing would obstruct the draining.

Ms. Finnigan referred to Sheet C-2, the first note says "These drawings are intended to only depict the design of site work related to the project. These drawings are for approval purposes only. No construction may begin prior to obtaining all necessary permits and approval." She asked them to

change the wording of that note as it sounds like it is just for approval and not for construction. Also, Note 17 says all excavation shall be secured on a daily basis and she asked if that is something they are planning to put in their CMMP. Mr. Corbett indicated that the intent is that they are not leaving open trenches and things are stabilized at the end of the day. Mr. Finnigan asked how that was going to occur or will that go into the CMMP? Mr. Corbett confirmed that will be included in their CMMP.

Ms. Finnigan asked about Note 22 and whether Deputy Fire Chief Griswold needed the conduit shown on the Site Plan. Deputy Fire Chief confirmed that the conduit needs to be shown on the plan.

Ms. Finnigan advised Mr. Corbett that they are going to have to do a Construction Management & Mitigation Plan and one item is what they will do with the people when they are constructing the new addition to the building. She is mentioning this because she is not sure how they will be able to keep the existing parking while they constructing the addition.

She asked if the circulation around the front of the building was signed. Mr. Corbett stated it is not signed but it has been that way for a long time with no problems. They could add a "one way" sign. Ms. Finnigan also requested stop bars at the end of the driveways.

On Sheet C-5 she questioned the ready rock wall because at Pre-TAC he indicated it may be poured. They need to determine what needs to go on there as right now they would be approving a ready rock wall.

Ms. Finnigan asked them to label the van spaces in the front of the building and the van and aisle widths must be on the plan.

Referring to the sidewalk to the right of the addition, on Sheet C-5, she was not sure how that would end as there is not a door there. Mr. Corbett confirmed there is not a door in the corner of the addition but there is a door into the existing building at almost that location so they will just pull back the sidewalk 5' to end at the existing door. Ms. Finnigan requested that they put the doors on the plans.

On Sheet C-9, it says 6' on the deciduous tree detail and it should say 6' minimum, just to be clear. Also the shrub planting detail should say 3' maximum. Ms. Finnigan would like to review the landscaping plan after the revisions have been made. She has a concern that some of the trees are too big for the islands.

Ms. Finnigan observed that several parking spaces near the entrance to the new parking area will cause a safety hazard as it is very difficult for cars to back out of these spaces. Mr. Corbett felt they could eliminate those spaces and they would still meet their parking requirements.

Deputy Police Chief Dubois indicated that there are already notes about a radio strength test so he's all set.

Deputy Fire Chief Griswold was concerned about the size of the sprinkler system mains and whether it is sized adequately to handle the additional load on the system. They need to show the utilities on the plan for the new addition.

Mr. Britz noted that the corner of the new addition comes within 10' of the buffer. Will they need to go into the buffer to construct the addition? Mr. Corbett stated they will not have to go into the buffer during construction. The contractor will erect a construction fence and work around it. They will add a construction fence to the plans.

Mr. Desfosses indicated that he has many, many things and they are too numerous to go into all of them now and a public hearing is not the proper setting.

Mr. Taintor did not see a revision date on the revised landscaping plan submitted today. The differences on the landscaping Sheet C-10 are primarily the addition of more landscaping in the bioretention area, islands and addition of curb stops. The key differences on the Grading and Drainage plan are the same? Mr. Corbett added that the intent is to show the revised layout of the curbing but it doesn't look like it is showing up the way they wanted it to.

Mr. Taintor advised the Committee that they also have a long list of comments from the PDA that came in this afternoon. Mr. Corbett stated they have talked to them about the list but he doesn't believe they are a big concern.

Maria Stowell, of the PDA, indicated the applicant has addressed a lot of those comments. One note that she would like to have added as a stipulation is that before the Site Review Bond is released by the PDA, a letter is received from their Site Engineer that their work has been done in accordance with the plans. She looks to the City for comments on the drainage. They are working on a lot of the other comments.

Mr. Desfosses brought up the sidewalk issue on International. Mr. Taintor indicated that when they talked about this previously they talked about having a sidewalk connection on International Drive. He was not sure where the PDA stands on this point. Ms. Stowell felt they should have that connection to the sidewalk across the street and she would be happy to see just a crosswalk there. She doesn't like to see mid-block crosswalks all over the place but in this case it is appropriate. Ms. Finnigan was okay with that provided it is all signed and stamped.

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 for purposes of this meeting.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Desfosses made a motion to postpone this application to next month with stipulations.

He would like to schedule a meeting next week to talk to the development engineers to go over the list from the PDA, he would like to talk about access into the back parking lot, they need an existing features plan put together before that meeting so they have something to look at, he would like to see the crosswalk going across International and the connection across the street and he has additional comments about the parking lot. He felt there is a lot going on in the addition area and only half of it is shown and half of that is sketchy.

Ms. Finnigan seconded the motion.

The motion to postpone to the next TAC meeting passed unanimously..

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This hearing was reopened by the Chair. No one appeared on behalf of the applicant.

Ms. Finnigan made a motion to postpone this application to a reconvened meeting on January 12, 2010 at 2:00 pm. Mr. Desfosses seconded the motion.

The motion to postpone to January 12, 2010 at 2:00 pm passed unanimously.

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II. ADJOURNMENT was had at approximately 2:55 pm.

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Respectfully submitted,

Jane M. Shouse
Administrative Assistant