

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

**2:00 PM**

**APRIL 2, 2013**

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

**MEMBERS PRESENT:** Rick Taintor, Planning Director; Peter Rice, Deputy Director, Public Works; David Desfosses, Engineering Technician; Jared Sheehan, Engineering Technician; Peter Britz, Environmental Planner; Nick Cracknell, Principal Planner; Carl Roediger, Deputy Fire Chief; Frank Warchol, Captain, Police Department

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**I. OLD BUSINESS**

A. The application of **Cumberland Farms, Inc., Owner**, for property located at **1475 Lafayette Road**, requesting Site Plan Approval to demolish the existing building and gas dispensers and construct a new 4,500 s.f. addition to the existing building and four gas dispensers, with related paving, lighting, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 251 as Lot 124 and lies within the Gateway District. (This application was postponed at the February 5, 2013 TAC meeting.)

Mr. Desfosses made a motion to postpone this application to the next TAC meeting. Deputy Fire Chief Roediger seconded the motion. The motion passed unanimously.

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**II. NEW BUSINESS**

A. The application of **Strawbery Banke, Inc., Owner**, for property located at **14 Hancock Street**, requesting Amended Site Plan Approval to construct a 1,097 s.f. addition to the existing Visitor Center, with related paving, utilities, lighting, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 104 as Lot 7 and lies within the Mixed Residential Office (MRO) District and the Historic District.

The Chair read the notice into the record.

**SPEAKING TO THE APPLICATION:**

Rodney Rowlings, of Strawbery Banke, explained that they were planning an expansion of the existing Visitor's Center. They are hoping to increase the number of people they can have for lectures and events in the lecture hall and they also wanted to introduce a cafe for people to eat. Most importantly it separates this building from lectures and the function selling tickets and orienting their visitors for their tour. With this proposed expansion it would allow those two items to go on at the same time without impacting the other. The timeline they are hoping for is to start in May and go through

August. By August it starts to get really crazy for them so they would like to get it wrapped up by September 1<sup>st</sup>. One of the factors in deciding the design of the expansion is to minimize the impact to the very archaeologically sensitive site.

Jeffrey Clifford, of Altus Engineering, addressed the Committee. He explained that this includes the expansion of the existing Visitor's Center and the relocation of a shed that will happen on a temporary basis. The expansion is a one story addition on the north side and the south side as well as an area of pervious pavers going around the Puddle Dock area. Mr. Clifford stated there is a 200 amp electric service coming in from Penhallow House. There is an existing water/sewer onto the site with a 4" sewer and 1 1/2" water line. They checked with Peterson Engineering who is doing the mechanical on site and they were comfortable with the size of those lines. Part of project includes a thunder drain for the pervious pavers, tying into a catch basin. This is all very shallow construction so as to not disturb any excavation. Most of the area is built up already. There are several entrances into the site. The function hall will have three doorways and one going to the gardens associated with the Goodwin House. A couple of arborvitaes will need to be removed, some trees will need to be removed and some will need to just be trimmed and they will be relocating vegetation. A small fountain is proposed off the northeast corner of the building. They added the parking calculations on Sheet C-2 which shows a demand for 191 spaces and existing spaces of 210, or a net excess of 19 spaces. They prepared a very detail breakdown to Rick Taintor for his review. The grease trap will be internal because of the archaeological concerns about digging.

Deputy Fire Chief Roediger asked if the café will be where the gift shop is now and if they will have a hood system in the kitchen. Mr. Rowlings confirmed the café will be where the gift shop is now and they are designing the kitchen so that it does not require a hood.

Mr. Rice stated that the current plumbing code requires a 1,000 external grease trap so they will need to file a waiver request to the City Engineer for that. They will need to identify where they would put a 1,000 external if they needed to do that. Mr. Rowlings responded that he didn't know where they could put it which is why they were requesting the waiver. Mr. Rice understood the challenges but the City has to have justification of why they should grant the waiver.

At the Work Session, Mr. Taintor remembered they were going to show the new service coming in on Washington Street but there is a note referring to an electrical plan which they haven't submitted. Mr. Clifford stated that Sheet E-6 is a one line drawing schematic rather than an electrical site plan. They called out the specific equipment and showed that there is a box and a conduit. Mr. Taintor requested that they show on Sheet C-1 how they are tying in.

Mr. Taintor referred to Sheet C-1 where they list the flood plane as Zone B Limit but it doesn't say what that means. He felt it was more typical to add the different zones on each side of the line. He would also like them to include all of the plans in one set. He asked about the silt fence, haybail or silt sox which are shown on the detail and asked if they only apply to the siltation barrier circle. Mr. Clifford confirmed it was the one circle. Mr. Taintor requested a detail.

Deputy Fire Chief Roediger assumed the change in use of the building would be the addition of the café and felt they might want to have a life safety review done to see what types of upgrades may be required. Without better plans they may be pushing themselves into different requirements in the building. That would be done by a Fire Protection Engineer.

Mr. Taintor asked about the shed. He understood it was temporarily being relocated but they should add what will be done after the construction is complete. Mr. Rowland confirmed that they filed an HDC application today to move the shed to a separate lot that they own across the street. Mr. Taintor asked them to add that to the plan.

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 this matter.

**DISCUSSION AND DECISION OF THE COMMITTEE**

Mr. Taintor asked if they could add bicycle racks in the area. Mr. Rowlands stated that they have them in their parking lot which was part of the approval for the original building. They are not shown on the plan. Mr. Clifford can add them to the plan. There is one that holds 6-8 bikes. Peter Rice stated he has used it.

Mr. Clifford added that the Gundalow shed is not shown but it was temporary and is going away on May 1<sup>st</sup>.

Mr. Taintor advised the Committee that they talked about possibly doing this as an administrative approval without going before Planning Board. No one had any concerns about that so he asked for a motion to support Administrative Approval of this Site Plan Amendment subject to the issues discussed: Amending the Flood Plain, showing the electric service, showing the permanent location of the shed, including the plans all in one set, and requesting a grease trap waiver.

Mr. Desfosses made a motion to grant Administrative Approval for the Site Plan Amendment with the conditions as discussed. Deputy Police Chief MacDonald seconded the motion. The motion for Administration Approval to grant Amended Site Plan Approval passed unanimously with the following stipulations:

1. Sheet C-1 shall be revised as follows:
  - a. Both flood plain boundaries shall be labeled with both Zone A and Zone B.
  - b. The proposed new electrical service shall be shown from Washington Street to the building.
  - c. The permanent location of the ticket office shed shall be shown.
2. This approval is contingent on the approval by the Department of Public Works of a waiver from the requirement for a 1,000-gallon external grease trap. If a waiver is not granted, the plan shall show the location of the external grease trap.
3. All plan sheets shall be combined into one plan set.

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B. The application of **Alissa C. Bournival, Owner**, for property located at **2355 Lafayette Road**, requesting Site Plan Approval to a fenced unpaved test drive track for 4-wheel drive SUVs associated with the sales of vehicles at the existing car dealership, with related paving, utilities, lighting, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 272 as Lots 7 & 9-6 and lies within the Gateway District.

The Chair read the notice into the record.

**SPEAKING TO THE APPLICATION:**

Eric Weinrieb, of Altus Engineering, addressed the Committee. Also present were Alissa Bournival and Mike LeClair, outside sales consultant for the dealership. This application is for the vacant lot adjacent to the dealership. In February, the BOA granted a variance to allow this accessory use. Jim Verra completed a full Existing Conditions Boundary Survey of the property and Bob Prokop, NH Certified Wetland Scientist, delineated the on-site wetlands. They are proposing a 4-wheel drive test track and no wetlands will be impacted with its installation, no clearing is imposed and no pavement or other pervious surfaces will be installed. Essentially the project involves the construction of two gates at the access on a perimeter fencing system which will be on wood posts with a 1" diameter rope fence linking the posts. There will be a wood chip berm on the outside of the fence and at the access to restrict the potential for sediment tracking back onto the paved areas and a wood chip area at the low point before they start construction so that there will be some preventative maintenance where the run-off will concentrate.

Mr. Weinrieb stated that the 4-wheel drive test track will be an unpaved fenced in area for use when customers are testing 4-wheel drive road legal vehicles to be sold at the dealership. It will be locked during non-business hours. No vegetation will be cut for the project.

Following the Work Session last week they revised the plan to remove the wood posts that are along the Route-1 right-of-way. He went back and looked at that and believes those were installed when the Cedars were constructed at the temporary road to prevent access. They have moved the fence about 30' back from the right-of-area, they have added a couple of trees along the buffer between the right-of-way and the outside fence, they have added notes that the existing brush within the track area will remain and they have taken the existing track area off of the plan so that it is clear that they can drive anywhere within the fenced in area.

They added a couple of notes to the plans. Note #21 was about adding the wood chips in the low area before starting construction. They also added the last note under maintenance that they would have the owner submit photos of the site every three months demonstrating that they are maintaining the site and that there are no erosion issues. Also, they are changing the fence from a split rail fence to a post with a rope system.

Mr. Taintor requested a fence detail. He felt that Note 20 was confusing and asked it to read "No excavation is permitted in the preparation of the 4-wheel ..." There is a sign out front that does not have a permit and it is not allowed because it is not on the lot so it needs to be removed before the Planning Board meeting. Mr. Taintor referred to the discussion at the Work Session regarding a condition of having approval with a one year review of the wetland and he will recommend that as a stipulation. Mr. Weinrieb clarified that they would not have to reapply but they would just have to come back for a review. Mr. Taintor decided that actually had more to do with the wetland so he would withdraw that for now and recommend it as a stipulation for the Conditional Use Permit.

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 this matter.

**DISCUSSION AND DECISION OF THE COMMITTEE**

Mr. Rice made a motion to recommend approval with the above stipulations. Deputy Fire Chief Roediger seconded the motion.

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

1. A fence detail shall be added to the Site Plan.
2. Note 20 shall be revised to read: "No excavation is permitted in the preparation of the 4-wheel drive test track."
3. The unpermitted sign in front of the lot shall be removed prior to the Planning Board meeting.

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C. The application of **GMR Holdings of NH, LLC, Applicant**, for property located at **163 International Drive**, requesting Site Plan Approval to install a 150' wireless communications tower within a 60' x 60' fenced compound together with related antennas and supporting ground equipment, with related paving, utilities, lighting, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 313 as Lot 14 and lies within the Pease Airport Business Commercial District.

The Chair read the notice into the record.

**SPEAKING TO THE APPLICATION:**

Peter Cooke, Project Manager, on behalf of GMR Holdings of NH appeared before the Committee. He explained they are proposing a 150' wireless tower within a 60' x 60' fenced compound off the access road to the water tank. They had some follow up meetings as a result of the Work Session. One meeting a coordination with DPW and they have worked out arrangements in terms of on-going maintenance and the access road. The second item he wanted to point out was the erosion detail at the construction entrance, shown on Sheet Z-5, which is gravel and fabric the first 50' off of International Drive which should pick up on the issue of whether or not the apron is built or not built by the time they shelve for construction. Pease will probably ask that the paving be held off until their work is done so that detail should cover the erosion during that period of time.

Deputy Fire Chief Roediger asked if there was any discussion of possible room for public safety. Mr. Cooke stated that is one of their provisions within their agreement with both Pease under their lease and he also coordinated with Gil Emery. The City has equipment on the tank that needs to be relocated and that will be done at no charge to the City.

Mr. Taintor referred to a discussion at the Work Session about revising the access road, widening it in places and a turn around and asked if that was all part of his maintenance discussion with DPW. Mr. Cooke confirmed it was and they are picking up a plan today that will be included in their plan. Mr. Taintor would request a stipulation that the applicant shall come to an agreement with DPW on a specific access.

Mr. Taintor asked about extending the road to the end of the property. Mr. Desfosses confirmed that they had a conference call this morning and they worked out all of those details. Mr. Desfosses will provide that plan after the meeting.

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 this matter.

**DISCUSSION AND DECISION OF THE COMMITTEE**

Mr. Desfosses made a motion to recommend site plan approval with stipulations as discussed. Mr. Rice seconded the motion.

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

1. Sheet Z-2 shall be revised to incorporate the requirements of the Department of Public Works for site access, including the provision of a turnaround at the curve in the access road and access to the end of the site towards the water tower.

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D. The application of **Two International Group, LLC, Applicant**, for property located **25 New Hampshire Avenue**, in the Town of Newington and the City of Portsmouth, requesting Site Plan Approval to demolish an existing office building and construct a new 2-story mixed use medical-clinic/office building with a 21,682 s.f. footprint, with related paving, lighting, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 302 as Lots 4, 5, 6, and 7 and lies within the Pease Airport Business Commercial District.

The Chair read the notice into the record.

**SPEAKING TO THE APPLICATION:**

Shawn Colby, from Hoyle, Tanner & Associates, addressed the Committee on behalf of the applicant for 25 New Hampshire Avenue. Mr. Colby stated that the site was recently combined with two other lots and there are currently 3 buildings on the site. One building is a retail center, one building is a small office building and one building is an unoccupied office building located at 17 New Hampshire Avenue, which will be torn down to make way for the new building. The new building will be a two-story health care building with a footprint of a little over 21,000 s.f. The building will be completely located in Newington. There will be 52 parking spaces underneath the building and are shown on Sheet C-6. They will have reserved spaces for car pool parking for vans and fuel efficient vehicles. They will have ADA compliant sidewalks from the street up to the building.

Drainage is shown on Sheet C-7. The entire site was modeled in hydra-cad. The site splits the two drainage areas so that one drains to the north to an existing detention basis and the other half drains to the south into the existing City system. As part of the redevelopment they will take a lot of the impervious area that is new and send that to the rear of the lot to a treatment swale and then into an expanded detention basin. The swale will provide treatment for the rear portion. For the front section of the lot they will add an underground stormtech chamber system to provide treatment and the needed ground water recharge per AOT requirements for the site.

They received AOT comments back this week and one comment was in the front with the stormtech system because it is in a wellhead protection area they want 4' of separation from the season high ground water. To revise that they are shifting the stormtech system to the west side near the entrance of 1 New Hampshire Avenue. Otherwise, they should have their AOT permit shortly.

Water, gas, electric and telecom will all be served from New Hampshire Avenue. They were looking at the water lines going towards the back of the building as they had discussed the third line for the hydrant. He is not sure if there has been any further mention on that. They would like to remove that 3<sup>rd</sup> line if possible as there is a hydrant located at the 1 New Hampshire Avenue building near the rear of the building and there is another hydrant located towards the front.

They are making the building LEED certified so the lighting is Dark Sky Friendly. There will be three types of lighting: Pole mounted lights throughout the site, wall mounted lights on the building and bollard mounted lights around the sidewalks to provide low lighting.

Jason Alex, of 2 International Group, spoke about the landscaping. He was responsible for the Landscaping Plan which was done in accordance with LEED guidelines for LEED certification. Towards the rear of site there is a restorative area that has been identified as old growth and one that is frequented by animals already on site. They plan to rope this area off and leave as-is for indigenous plantings. They plan to remove non-indigenous or invasive plantings and also compliment those with additional plantings of sugar maple, weeping pine, high bush cranberry and low bush blueberry. Throughout the site they tried to add indigenous tree shrubs and long grasses as screening and food for animals. They tried to use a variety of different plants to maintain a good visual interest. They tried to use a lot of different ground cover rather than lawn, to help restore the habitat and in an effort to create a landscape that wouldn't require any irrigation. They have different types of ground cover involved, some of which bear fruit and some that provide shade. They are hoping that this effort will help change how people think about landscaping with a more ecological design and that it will be something that everyone can enjoy.

Mr. Colby addressed the comments from last week's Work Session. They will remove the holding tank that connects to the floor drains and just go with dry sumps throughout building. They looked at the two basins in New Hampshire Avenue they are tying into for their drainage and felt they were old and they will replace them with new structures. They will add a sidewalk from the New Hampshire Avenue sidewalk in front of the building with steps to provide a more direct route and they will also have an ADA sidewalk wrapping around the driveway. They need to talk about the water line in the rear. Lastly, the underground parking changed a little because they shifted the elevator shaft inside the building and they will change that before going to the Planning Board.

Mr. Desfosses asked how they sized the new detention pond area. Mr. Colby stated they modeled everything on their site based off the existing conditions plan and they also took the design plan from 1 New Hampshire Avenue which drains into it and used the numbers from that design plan. That is in the back of the drainage report. Mr. Desfosses asked if their numbers incorporate the new run-off numbers that are in the report. Mr. Colby confirmed that was correct.

Mr. Taintor brought up the need to include the easements for the off site drainage areas and also for the driveways connecting to the adjacent lot. Those should be shown on the plan for the Planning Board.

Mr. Taintor asked about the 3<sup>rd</sup> water line. Mr. Rice stated that he needs to review it a little more. The City has allowed hydrants off of fire lines going into buildings before so it's a reasonable request. It's an 8" line. Mr. Taintor felt they could hold that decision to be worked out between DPW and fire prior to the Planning Board meeting.

Mr. Taintor asked about the purpose of maintaining the donut hole created by the subdivision. He thought it would make sense to incorporate it in the overall site plan. Mr. Colby explained that parcel

is not owned by the same applicant. They are going to move into the new building but they can't break that piece off until they do so, at which point the donut hole will become part of the entire lot.

Mr. Taintor asked if the 38% open space is for the entire site except the donut hole. Mr. Colby confirmed that was correct. Mr. Taintor added there is very little open space on the site so that is primarily the habitat restoration area and the new items they are adding onto the new building.

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 this matter.

**DISCUSSION AND DECISION OF THE COMMITTEE**

Mr. Desfosses made a motion to recommend Site Plan approval with stipulations. Fire Chief Roediger seconded the motion. Mr. Taintor listed the stipulations as showing the easements, adding the sidewalk connection to the front of the building, working with DPW and the Fire Department on the question of the 3<sup>rd</sup> water line, removing the holding tank and adding the underground parking layout to the Site Plan. Also discussed at the Work Session was the replacement of the two catch basins in New Hampshire Avenue. Mr. Desfosses confirmed they will be replacing them and they should be shown on the plan.

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

1. Easements for the off site drainage areas and for the driveways connecting to the adjacent lot shall be prepared for review and approval by the PDA.
2. The sidewalk connection shall be added to the front of the building.
3. The applicant shall work with DPW and the Fire Department regarding the issue of the 3<sup>rd</sup> water line.
4. The holding tank that connects to the floor drains shall be removed.
5. The underground parking lay out shall be added to the Site Plan.
6. The two catch basins in New Hampshire Avenue shall be replaced.

Deputy Fire Chief Roediger stated that he would like to see a good flow test done on the hydrant at 1 New Hampshire Avenue before making any further decisions.

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**III. ADJOURNMENT** was had at approximately 2:45 pm.

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Respectfully submitted,

Jane M. Shouse  
Administrative Assistant