

**SITE PLAN REVIEW TECHNICAL ADVISORY COMMITTEE  
PORTSMOUTH, NEW HAMPSHIRE**

**CONFERENCE ROOM A  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE**

**2:00 PM**

**November 7, 2023**

**MINUTES**

**MEMBERS PRESENT:**

Peter Britz, Acting Chair; David Desfosses, Construction Technician Supervisor; Shanti Wolph, Chief Building Inspector, Eric Eby, Parking and Transportation Engineer; Vincent Hayes, Development Compliance Planner; Shawn Wheeler, Fire Prevention Officer

**MEMBERS ABSENT:**

Peter Stith, Chairperson and Planning Manager, Principle Planner; Patrick Howe, Deputy Fire Chief, Mike Maloney, Deputy Police Chief, Zachary Cronin, Assistant City Engineer

**ADDITIONAL  
STAFF PRESENT:**

Kate Homet, Associate Environmental Planner

[5:50] Acting Chair Britz opened the meeting at 2:01 p.m.

**I. APPROVAL OF MINUTES**

- A.** Approval of minutes from the October 3, 2023 Site Plan Review Technical Advisory Committee Meeting.

[6:07] E. Eby made a motion to approve the October minutes. D. Desfosses seconded the motion. The motion passed unanimously.

**II. OLD BUSINESS**

- A.** The request of **Pease Development Authority (Owner)**, for property located at **360 Corporate Drive** requesting Construction of a three-story Healthcare Complex with approximately 52,000 GSF. to allow space for up to 10 tenants which include an Ambulatory Surgical Center, Imaging Center and Plastic Surgery Center. The project includes (125) vehicle parking spaces, (2) loading docks as well as associated paving, stormwater management, lighting, utilities and landscaping. Said property is located on Assessor Map 315 Lot 5 and lies within the Airport Business Commercial (ABC) District. (LU-23-135)

**SPEAKING TO THE APPLICATION**

[7:06] Jeff Kilburg with Apex Design Build came to represent the project on behalf of ATDG LLC. Michael Mates, Director of Engineering for Pease Development Authority, and Brian Jones, Project Manager from Allen & Major Associates, also came to present this project. Mr. Kilburg noted that his team had worked to address the comments provided during the last meeting and public hearing and had provided updated plans reflecting the suggested changes.

[7:57] Mr. Kilburg proceeded to address the comments provided by staff.

1. *Please install signage along wetland buffer edge that indicates the area as a “no mow” or “limited mowing” zone.*

Applicant noted that they would be happy to do this and would work with staff to coordinate.

2. *What efforts will be made to further protect the wetland and buffer areas?*

Applicant noted it would mainly be addressed through buffer setbacks and construction fencing.

3. *Please provide an easement plan.*

Mr. Jones noted that there are no easements recorded against the property. Mr. Mates noted that there is already a blanket agreement between the City and the PDA for water and sewer connections as well as an agreement with Eversource for electric connections at Pease.

[14:17] Acting Chair Britz asked for more information about the areas of loam and seeding on the landscape plan and noted his concern for the abutting wetland. Mr. Kilburg noted that those areas would be getting different seed mixes, such as native wildflower blends or conservation mixes. Mr. Britz asked the applicants to call out a buffer mowing maintenance schedule within the plans.

[18:55] E. Eby asked the applicants to continue the sidewalk up from International Drive to the next driveway. Mr. Kilburg agreed that it would be incorporated into the plans.

[19:45] E. Eby also brought up the subject of the tactile pads that should be placed in any driveway that has a stop sign as a recommended best practice. Mr. Kilburg said that this would be incorporated into the plans. This will include the two driveways on International Drive, the driveway on Corporate Drive, and where the sidewalk ends at the abutter's driveway.

## **PUBLIC HEARING**

[21:44] Acting Chair Britz opened the public hearing. No one spoke. The public hearing was closed.

## **DISCUSSION AND DECISION OF THE BOARD**

[22:00] D. Desfosses made a motion to recommend approval of this application to the Planning Board with the following conditions to be completed prior to Planning Board submission:

- 1) The sidewalk on International Drive be extended to the neighbor's driveway as previously requested.
- 2) Tactile pads be installed at all driveways.
- 3) Work with City staff to coordinate the installation of signage along the wetland buffer edge that indicates the area as a 'low' or 'no-mow' area.
- 4) Add a note to landscape plan indicating buffer and wetland area "to remain natural and undisturbed".

E. Eby seconded the motion. The motion passed unanimously.

## **III. NEW BUSINESS**

- A. The request of **The Islamic Society of the Seacoast Area (Owner)**, for property located at **686 Maplewood Avenue** requesting Site Plan Review Approval for the construction of six (6) single family unit residential condominium with the associated paving, stormwater management, lighting, utilities and landscaping. Said property is located on Assessor Map 220 Lot 90 and lies within the Single Residence B (SRB) District. (LU-23-57)

## **SPEAKING TO THE APPLICATION**

[23:32] John Chagnon of Ambit Engineering came to present this application along with Maria Pyburn of Chinburg Properties. Mr. Chagnon explained that they had previously come before the committee for a work session and then he proceeded to give a brief description of the existing site and the development proposal and its associated plan set.

[27:55] Mr. Chagnon then read through the comments submitted by staff and addressed each one.

1. *Show existing water stub sizes. Domestic line is currently capped and the line is off. Fill the existing valve box with spray foam and cement the top of the box under the cover. Coordinate with Water Dept.*

The applicant will highlight this within the plans. There will be 8" and 2" sizes.

2. *Extend fire hydrant stub to the location of the first house and install hydrant there. Then proceed on with 4" main for home connections to minimize pipe size for water quality.*

They are okay with doing this.

3. *The City will need our std leak, valve and meter easement for the private water system.*

No problem.

4. *The City will need a fire hydrant agreement for the fire hydrant.*

No problem.

5. *Install Ripley dam on sewer about 25' from Maplewood.*

No problem.

6. *Provide SMH detail for cutting into the sewer main on Maplewood for review.*

No problem.

7. *Show grouting the annular space inside the sewer and drain structures where the pipes protrude.*

No problem.

8. *Please provide a more robust landscape plan that includes a planting schedule and any irrigation plans.*

Landscape architect will work on this.

9. *Please consider solar for the single family unit roofs.*

Would not be opposed to this.

10. *Please update note #3 under General Construction Notes on Sheet D1 where it states "The site shall be stabilized for the winter by October 15". Please revise similar language under the Winter Notes section on the same sheet.*

This is a general erosion control note and is standard for the plan.

11. *Buildings must be constructed to highway noise standards.*

They will be applying to the Planning Board for this.

*12. In regard to note 8 on the utility plan, please explain what other properties are affected and why.*

This is a general note and does not mean to imply that other properties will be impacted.

*13. Please confirm note 9 on utility plan is consistent with DPW requirements.*

This will be a private main with taps, the City will be present for pressure testing of the system. Applicant is responsible for all the connections.

*14. What is the plan for the existing drain line, 678 Maplewood?*

This is a State-jurisdictional drain, which the applicant will follow up on its use.

*15. Please provide an easement plan*

A plan showing all of the easements will be provided. The City will need an easement for the private water main for leak detection, turning of valves and metering. All other blanket easements such as the easement for Eversource shall be shown.

*16. Please remove notes referencing and identifying the limited common areas*

This is no problem and the notes will be removed.

*17. Please provide more information on the retaining wall.*

A new markup was provided at the meeting. An engineered plan for the wall will be provided.

*18. How tall will the retaining wall be?*

It is planned to top out at a maximum of 8' in height, which the fence having a maximum height of 4' on top of that, for fallout protection.

*19. Excess of 6 feet (including any fencing on top) within the side or rear yard area will require a variance.*

The applicant will go back and figure out how to address this issue.

*20. Will there be an easement to construct and maintain the wall?*

They do not anticipate this.

*21. How does the drainage for the wall work? Where does it drain to?*

They will work with staff to determine how to avoid having any flooding of the R-Tank system through the constructed wall.

*22. Please update the landscape plan to match the site layout of the most up to date site plan*

They will take care of this.

*23. Please update calculations to reflect 10 parking spaces are required not 9*

They had forgotten to include the guest parking space, will update.

*24. Please provide more information on how the height of the new structures conforms to the permitted 35' (existing grade vs proposed grade).*

The applicant will return with average grade plane and building height drawings for each of the proposed buildings.

## PUBLIC HEARING

[46:05] Acting Chair Britz opened the public hearing, no one spoke. The public hearing was closed.

## DISCUSSION AND DECISION OF THE BOARD

[46:25] D. Desfosses note that he would like to see an updated plan set with more details before they can decide.

[46:52] E. Eby asked where the row of post boxes would be located in relation to the utility pole.

Mr. Chagnon responded that they are still working out where to situate the boxes but there would be room on the side of the pole that would allow them to be out of sight distance setbacks.

[48:15] E. Eby asked if the sidewalk between the current site opening and 678 Maplewood would be removed, the radius should meet the back of the sidewalk line.

Mr. Chagnon would address this and show this in the plans.

[49:42] D. Desfosses made a motion to postpone the application until the December meeting. S. Wolph seconded the motion. The motion passed unanimously.

- B.** The request of **Prospect North 815 LLC (Owner)**, for property located at **815 Lafayette Road** requesting Site Plan Review Approval for the demolition of the existing building along Sagamore Creek and the construction of three 4-story, 24-unit multi-family buildings (72 total units) with first floor parking. The project will include associated site improvements such as parking, pedestrian access, community space in the form of a park with public access, utilities, stormwater management, lighting, and landscaping. Said property is located on Assessor Map 245 Lot 3 and lies within the Gateway Corridor (G1) District. (LU-23-149)

## SPEAKING TO THE APPLICATION

[51:25] Neil Hansen and Patrick Crimmins of Tighe and Bond and F.X. Bruton of Bruton & Berube PLLC came to present this application. Mr. Hansen explained how they had come previously before the Committee for a work session, performed a conceptual consultation with the Planning Board and had met with the Conservation Commission for a site walk and work session. They have received variances for their lot line buildout and primary façade not being parallel to the lot line from the Zoning Board of Adjustment. Mr. Hansen went on to describe the project location and the proposed development, including revisions that had been made since the previous work session such as the increased river aisle, the truck turnaround template, and the dumpsters added between buildings.

[1:00:42] He then went on to address staff comments:

1. *Provide truck access to the treatment device for maintenance cleaning.*

They will coordinate this with the vendor to make sure they are meeting all access requirements.

2. *Use either a 4" DI or 2" water service, not 3".*

They will coordinate with the building designer to do this.

3. *Remove planted trees from on top of stormwater pipe/utilities.*

They will revise the planting plan to remove any potential utility conflicts.

4. *Hip down ramps with detectable warning devices will be required on either side of the driveway.*

They have no issue adding this but wanted to make a note that there is no receiving sidewalk on the north side of the driveway.

5. Provide a sewer connection (insert a tee) detail showing service connection to AC main in Lafayette.

They will add this detail to the plan.

6. *Will the one jellyfish system be sufficient for treating the entire developed site? Please ensure that the system will be able to properly filter stormwater from the site before being discharged into Sagamore Creek.*

Yes, they will be utilizing an appropriately sized system.

7. *Please consider reducing impervious surfaces where possible and replacing them with a pervious alternative.*

They have pulled all impervious surfaces out of the 100' buffer already. In addition, the high ledge on the site makes it difficult to have functioning pervious surfaces.

8. *Please consider the use of solar on the three roofs.*

They will discuss this with the architects.

9. *Please consider additional bicycle parking outside of the ground-level garage for public access.*

They can look into this.

10. *Under Vegetation in Sheet C-501, add a note that addresses the restricted chemical uses for wetlands and wetland buffers from Section 10.1018.23, 10.1018.24 ND 10.1018.25 in our Zoning Ordinance. Please also make a note of this on the Landscape Plan (Sheet L-101).*

This will be revised.

11. *Please remove the community space from 0-25' vegetative buffer. This area should not be utilized by the public due to its environmentally sensitive nature and it is already considered protected in the Zoning Ordinance through environmental regulations. Please remove the vegetated 25' buffer from the community space calculations as well.*

There has already been a precedent set for this, but the applicants are willing to work with staff to figure out a solution.

12. *Please provide an easement plan.*

This has already been provided in Sheet C-201.

13. *Please put a note on the plan that reads, "Final alignment of the trail is subject to review and approval by the Planning and Sustainability Director and any subsequent modification will be subject to the PB approval as a site plan amendment."*

They will add this note to the site plan. Any movement of the trail within the community space area will require an amendment.

[1:11:00] D. Desfosses asked the applicants to change the last building's 8" crown pipe to a 6" to match the other crowns. He also asked the applicants to perform some test pits on the site to see if infiltration/perforated piping could be viable.

[1:12:28] S. Wolph asked for clarification on the accessible unit requirements. Mr. Hansen responded that yes, they meet the required number of accessible units.

[1:13:11] E. Eby asked the applicants if they could connect the end of the proposed path to the back of the property to continue the trail. Mr. Hansen responded that he believed the easement towards the back by the radio tower only allowed for radio tower maintenance as a use and public access is likely not allowed.

E. Eby asked if the proposed EV charger parking spaces would only be available to those using it for charging. Mr. Hansen responded that they would not be restricting other parking in those spots but that it was very unlikely that non-EV's would park there.

E. Eby noted a mistake on Sheet C-102 where the drive aisle width is labeled as 24' but the plans call it out as 26', Mr. Hansen would correct that. Additionally, on the landscape plan, "shrub" was incorrectly labeled. Mr. Hansen mentioned that this would be fixed as well.

## **PUBLIC HEARING**

[1:15:18] Acting Chair Britz opened the public hearing, no one spoke. The public hearing was closed.

## **DISCUSSION AND DECISION OF THE BOARD**

[1:15:37] E. Eby asked D. Desfosses for clarification on whether the tactile pad could be used north of the driveway, even if it is in the right of way. D. Desfosses mentioned that there should be a tactile pad there, and in fact, it should be changed over from asphalt to concrete with a tactile pad leading to the Mobil Station and another one leading to the new development driveway.

[1:17:04] D. Desfosses made a motion to postpone the application to the December meeting while they await the results of the test pits and clean up the plan set. E. Eby seconded the motion. The motion passed unanimously.

- C.** The request of **2422 Lafayette Road Association LLC (Owner)**, for property located at **2454 Lafayette Road** requesting Amended Site Plan Review Approval and Amended Conditional Use Permit for a new motor vehicle sales office. Said property is located on Assessor Map 273 Lot 3 and lies within the Gateway Corridor (G1) District. (LU-23-160)

## **SPEAKING TO THE APPLICATION**

[1:18:13] Chris Mulligan of Bosen & Associates, Kelly Webb (Property Manager) of the Wilder Group, Mike Seger (General Manager – New England Region) and Brendan Lafay (Fire Protection Engineer) of Tesla. Mr. Mulligan described the history of the project to create the Tesla showroom which included a conditional use permit for parking in 2021 and a site plan amendment approval in May of 2022. The change proposed currently consists of the dedication of two spaces for EV charging and for parking vehicles to be test-driven, noting that only 2 to 3 vehicles will be in the showroom at a time.

[1:21:19] D. Desfosses asked if they had noted where the underground stormwater storage was in relation to where they plan to install utilities. The applicants had not been aware of this and noted that they would check where the stormwater chambers exist.

[1:22:28] E. Eby asked for clarification on the 'new curb ramp' on the plans and whether it was different than their proposed portable ramp. Mr. Mulligan noted that this was an older note for the BOA and there would not be a new curb cut in the proposal.

## **PUBLIC HEARING**

[1:24:35] Acting Chair Britz opened the public hearing, no one spoke. The public hearing was closed.

## DISCUSSION AND DECISION OF THE BOARD

[1:24:54] D. Desfosses made a motion to recommend approval of the amended the site plan and the amended conditional use permit to the Planning Board. E. Eby seconded the motion. The motion passed unanimously.

- D.** The request of **Maureen Oakman** and **Michael A. Valinski (Owners)**, for property located at **1155 Sagamore Avenue** requesting Site Plan Review Approval for the demolition of the existing building and construction of a 4- unit residential condominium with the associated paving, stormwater, lighting, utilities and landscaping. Said property is located on Assessor Map 224 Lot 18 and lies within the Mixed Residential Office (MRO) District. (LU-23-178)

## SPEAKING TO THE APPLICATION

[1:25:53] John Chagnon of Ambit Engineering and Thomas Frangos (applicant) came to present this application. Mr. Chagnon noted that they had previously brought this project for review in a work session and proceeded to go over the proposal and associated changes from that initial work session.

[1:31:19] Mr. Chagnon proceeded to address the most recent staff comments:

1. *The City will need our std leak, valve and meter easement for the private water system.*

They have added Note 9 on Sheet C4 to address this.

2. Run one 4" line in from Sagamore and branch off for each unit.

The applicant would like to service each individual unit with separate water services to separate meters. The four meters will be in a heated metering room where the fire suppression room also exists. DPW suggests sleeves under the units to prevent freezing of the pipes. They will be running a 2" line instead of a 4" line.

3. *Show meter location in each unit or heated water metering room.*

They will show the heated meter room.

4. *Show duplex pump arrangement with alarm for common pump system.*

A note was put on Detail #1 that relays that the applicants will be providing the plans for the pump arrangement.

5. *Show rain garden details including test pit in the location proposed similar to septic leach field cross section for approval.*

There are test pits shown on the sheet, but a cross-section will be provided.

6. *Are there foundation drains or sump pumps? They should be piped into the rain garden...*

It will just be a slab on grade, no gutters.

7. *A green building checklist is needed.*

The architect will provide that.

8. *Please include a planting schedule and irrigation plan within your Landscape Plan.*

There is a planting schedule on the landscape plan. See Note 8 on Sheet C4 regarding irrigation.

9. *Please provide a rain garden detail sheet.*

They can add this.



*10. Please consider reducing impervious surfaces where possible and replacing with a pervious alternative.*

There are not many opportunities left to convert from pavement.

11. Please provide an easement plan.

They will add an additional note on the plan for the standard leak valve and meter access easement, but a full easement plan is not necessary.

[1:43:05] E. Eby asked the applicant about the driveway sight lines and if the vegetation to the north of the property lines will impact that. It will be up to NHDOT as that is a state road.

Mr. Chagnon responded that they would be working with NHDOT on that with their potential new driveway permit.

[1:44:20] V. Hayes asked if they were required to have a third-party inspector for this project because Note 31 on the Utility Plan calls one out. Mr. Chagnon responded that it was a holdover note that they would take off if not needed.

## **PUBLIC HEARING**

[1:44:52] Acting Chair Stith opened the public hearing.

[1:45:07] Danica Thompson, an abutter at 1163 Sagamore Avenue Unit 10, came to speak on behalf of the Sea Star Homeowners Association. She expressed her concern about the proposed intensity of the land use, the removal of the 6' fence (she would like to see it remain), the potential of the development to tap into their fire hydrant, and the potential for increased traffic speeds along Sagamore.

[1:49:19] Jonathan Mosier, an abutter at 1163 Sagamore Avenue Unit 20, came to speak. He addressed his concerns about the site plan on record at the registry and how it compares to the lot size that is shown on the proposed plan. He noted a change in the lot sizes between the existing and proposed and would like to see an independent boundary survey done to confirm.

[1:50:48] Acting Chair Britz closed the public hearing.

## **DISCUSSION AND DECISION OF THE BOARD**

[1:51:00] Mr. Chagnon addressed the public comments received. He mentioned that the applicants were willing to keep the existing fence, the fire hydrant will be serviced by the City and it will be a stand-alone hydrant separate from the condo association's hydrant. Additionally, he noted that traffic speeds were not part of their application and not in their jurisdiction for this application. The previous older site plan survey was a rough estimate – not an exact survey, although both the old and new plans were certified site plan surveys that were signed and stamped by Mr. Chagnon.

[1:57:13] S. Wolph mentioned that he would like to see elevation views eventually.

[1:58:18] D. Desfosses announced that he would like to see the items discussed at the meeting seen on a plan, prior to going to the Planning Board.

[1:59:23] D. Desfosses made a motion to recommend approval to the Planning Board with the stipulation that all required changes are reviewed and approved by DPW before final submission to the Planning Board. In the meantime, he would like to see that the engineer and the neighbors work together to accurately reflect the fence alignment and any other collaborative changes. E. Eby seconded the motion. The motion passed unanimously.

## **IV. ADJOURNMENT**

The meeting adjourned at 3:56 p.m.

Respectfully submitted,

Kate E. Homet  
Secretary for the Technical Advisory Committee