

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

WORK SESSION

**Conference Room A
City Hall, Municipal Complex, 1 Junkins Avenue**

2:00 PM

May 12, 2026

AGENDA

2:00 PM 218 Griffin Road
Haley Ward Engineering
(LUTW-26-8)

Site Plan Review



5 May 2026

Peter Stith, TAC Committee Chair
City of Portsmouth
1 Junkins Avenue
Portsmouth, NH 03801

RE: Technical Advisory Committee (TAC) Workshop request at 218 Griffin Road, Proposed FedEx Facility Expansion

Dear Mr. Stith and Technical Advisory Committee Members:

On behalf of CCB, Inc, we are pleased to submit the attached **Technical Advisory Committee Workshop Submission** and ask that we be placed on the agenda for your **May 12, 2026**, Technical Advisory Committee Workshop Meeting. The property is shown on the City of Portsmouth Assessors Map 263 as Lot 1-5. The project is located at 218 Griffin Road. The Site is currently occupied by an existing FedEx distribution facility. **The project includes:** Pavement striping for both existing and new parking spaces, additional trailer parking spaces, expansion of pavement for vehicle maneuvering, new/updated signage, security gates/fencing, and a new mobile trailer loading dock. Conceptual site plans showing both existing and proposed features have been included with this submission. The "C-1" sheet includes detailed information on proposed site improvements, while the "C101" sheet includes the more significant site improvements overlaid on existing conditions information surveyed in Spring 2026.

Please note that a Minor Site Plan Amendment Application was submitted in April 2026 which covers the mobile trailer loading dock portion of this project only (Application LU 26-44.) This application is currently under review. The applicant is proposing renovations to the interior of the facility for which the mobile loading dock is required. The intent of permitting this feature separately is to expedite its approval which will allow the interior renovations to move forward.

We look forward to an in-person presentation to the Technical Advisory Committee and the review of this submission,

Sincerely,

Drew Olehowski, PE
Project Manager

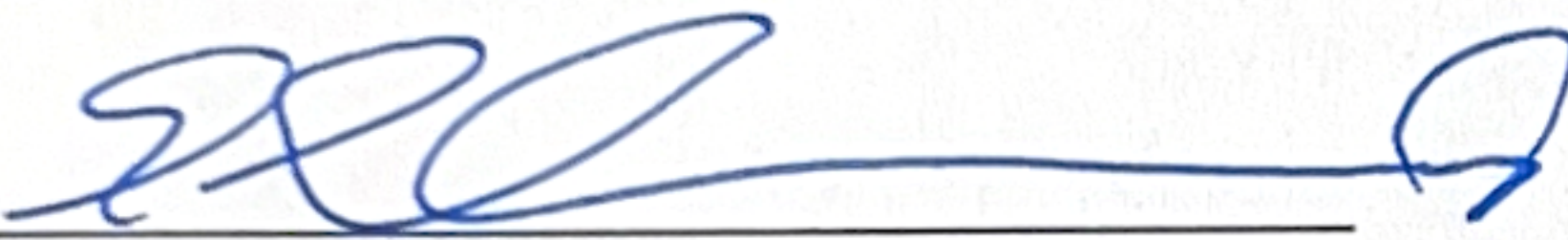


March 30, 2026

To Whom It May Concern:

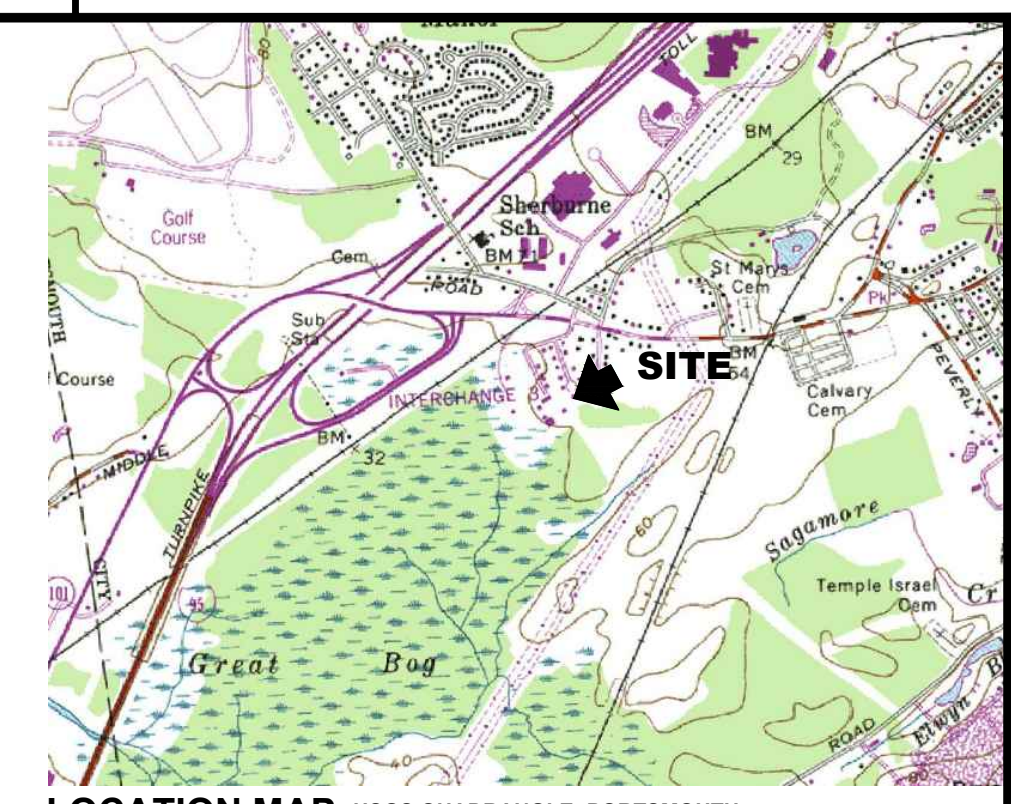
I, Eric Adamczyk, hereby authorize Haley Ward, Inc., to act on behalf of Federal Express Corporation regarding Municipal, State and Federal permitting matters for the proposed development at the existing FedEx facility at 218 Griffin Road, Portsmouth, NH 03801.

Eric Adamczyk - Manager, Project Engineering
Printed Name and Title


Signature

4/2/26
Date

FedEx | 03.18.2026 | 10457.021



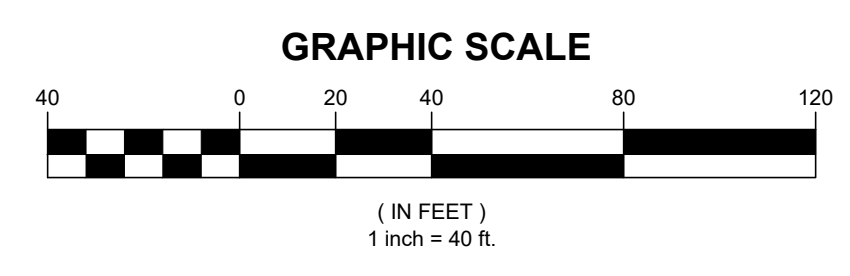
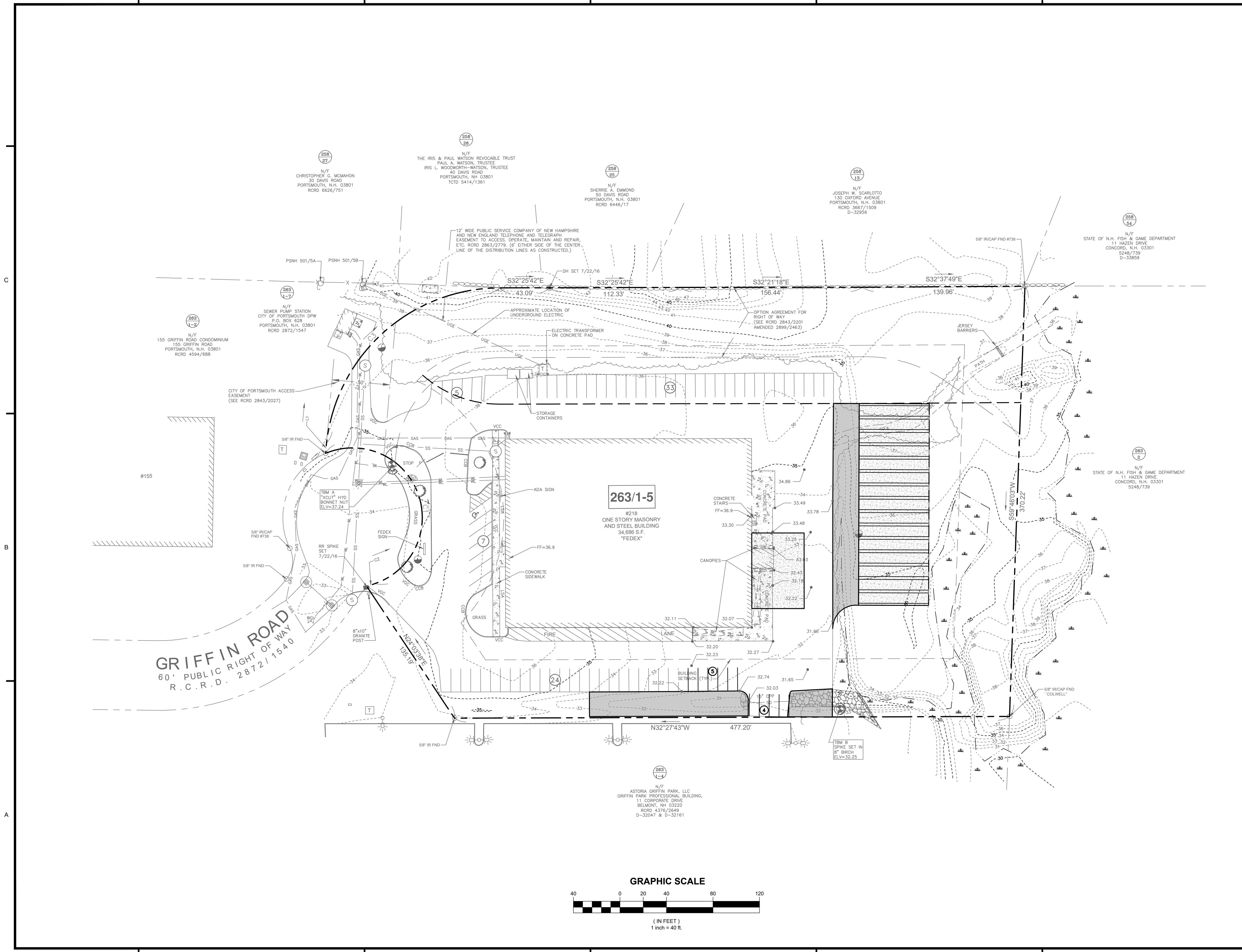
LOCATION MAP: USGS QUADRANGLE: PORTSMOUTH
 MAPTECH® USGS TOPOGRAPHIC SERIES™
 ©MAPTECH®, INC. 978-933-3000
 WWW.MAPTECH.COM/TOPO

LEGEND:

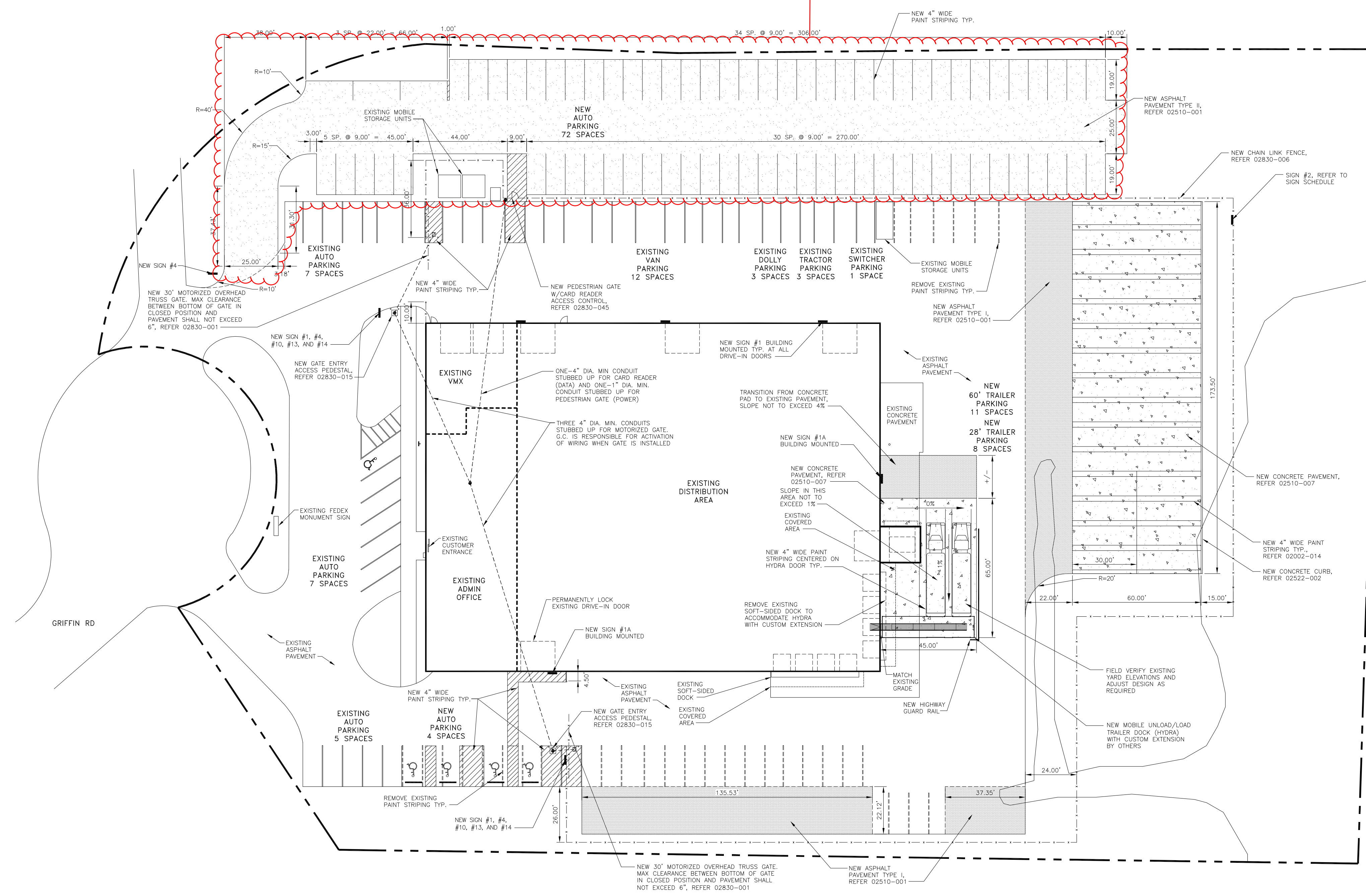
DESCRIPTION	EXISTING	PROPOSED
PROPERTY LINE	---	---
BENCHMARK	⊕	⊕
SURVEY STATION	⊙	⊙
MANHOLE	⊕	⊕
UTILITY POLE	⊕	⊕
WELL	⊕	⊕
WATER VALVE	⊕	⊕
SIGN	⊕	⊕
CATCH BASIN	⊕	⊕
HYDRANT	⊕	⊕
EDGE OF GRAVEL	---	---
EDGE OF PAVEMENT	---	---
MAJOR FOOT CONTOUR	---100---	---100---
MINOR FOOT CONTOUR	---98---	---98---
WATERLINE	---	---
STORM DRAIN	---	---
SANITARY SEWER	---	---
OVERHEAD UTILITIES	---	---
UNDERGROUND UTILITIES	---	---
CHAIN LINK FENCE	---	---
SILT FENCE	---	---
TREE LINE	---	---
GRAVEL SURFACE	---	---
PAVED SURFACE	---	---

PLAN REFERENCE:
 INFORMATION BASED ON A PLAN ENTITLED 'FEDEX DISTRIBUTION CENTER - 218 GRIFFIN ROAD, PORTSMOUTH, NH - EXISTING CONDITIONS PLAN' PREPARED BY HALEY WARD, INC. AND DATED MARCH 2026.

No.	DATE	DESCRIPTION	BY	CHK
DRAWING ISSUE STATUS				
SITE SURVEY				
		HALEY WARD		
WWW.HALEYWARD.COM		200 Griffin Rd, Unit 14 Portsmouth, New Hampshire 03801 603.430.9282		
PROJECT				
FEDEX PORTSMOUTH EXPANSION 218 GRIFFIN ROAD, PORTSMOUTH, NH				
TITLE				
PROPOSED SITE PLAN				
DATE		SCALE		
2026.04.17		1"=40'		
DRAWN BY	DESIGNED BY	CHECKED BY		
PJM	PJM	DJO		
PROJECT No.				
10457.021				
SHEET No.				DWG No.
C101				-



PARKING LOT NO LONGER INCLUDED IN PROJECT SCOPE



SECURITY DASHBOARD	EXISTING	PROPOSED	NOT POSSIBLE	N/A	ALTERNATIVE SECURITY MEASURE(S)
1 PERIMETER FENCING OF OPERATIONAL YARD		●			
2 PERIMETER FENCING OF AUTO PARKING LOT		●			
3 AUTO PARKING LOT SEPARATED FROM OPERATIONAL YARD		●			
4 ARMED PERSONNEL DOORS	●				
5 MOTORIZED TRACTOR/TRAILER ENTRY GATE		●			
6 TRAFFIC CONTROL ARMS AND LGAP		●			
7 SECURITY CAMERA SYSTEM*	●				
8 BUILDING BURGLAR ALARM*	●				
9 SECURITY SCREENING AREA		●			
10 ACCESS CONTROL*		●			
11 FOLDING SCISSOR GATES		●			
12 SECURITY SPECIALIST OFFICE		●			
13 ACSA FENCING		●			

STATION SITE SIGN SCHEDULE		
SIGN #	DESCRIPTION	QTY.
1	RESTRICTED AREA AUTHORIZED VEHICLES AND PERSONNEL ONLY INDIVIDUALS MUST ENSURE GATES/DOORS ARE CLOSED VISIBLE ID BADGE REQUIRED UNBADGED INDIVIDUALS MUST BE CHALLENGED REFERENCE: PENN GLOBAL (BIS SIGNS) PART NO. AAS-23-01 (30" x 36")	5
1A	RESTRICTED AREA AUTHORIZED PERSONNEL ONLY INDIVIDUALS MUST ENSURE GATES/DOORS ARE CLOSED BEFORE PROCEEDING VISIBLE FEDEX ID BADGE REQUIRED UNBADGED INDIVIDUALS MUST BE CHALLENGED REFERENCE: PENN GLOBAL (BIS SIGNS) PART NO. AAS-23-02 (12" x 18")	2
2	NO TRESPASSING REFERENCE: TAPOC PART NO. 373-04409 (12" x 18") PENN GLOBAL (BIS SIGNS) PART NO. L0661 (12" x 18") INSTALL AT 100'-0" INTERVALS	AS REQ'D
3	ALL VISITORS MUST REPORT TO OFFICE REFERENCE: TAPOC PART NO. 373-00844 (18" x 18") PENN GLOBAL (BIS SIGNS) PART NO. D432-AVR (21" x 24")	0
4	STOP SIGN - STANDARD REFERENCE: TAPOC PART NO. 373-01632 (24" x 24") PENN GLOBAL (BIS SIGNS) PART NO. STS-SS-001 (24" x 24")	3
5	SPEED LIMIT TO MPH REFERENCE: TAPOC PART NO. 373-04730 (18" x 24") PENN GLOBAL (BIS SIGNS) PART NO. STS-SL-005 (18" x 24")	0
6	ADA ACCESSIBILITY REFERENCE: TAPOC PART NO. 373-0008109-6 (12" x 18") PENN GLOBAL (BIS SIGNS) PART NO. STS-HP-006 (12" x 18") PC ALUMINUM W/VINYL GRAPHIC (SEE NOTE #5)	0
7	VAN ACCESSIBILITY REFERENCE: TAPOC PART NO. 373-04828 (12" x 6") PENN GLOBAL (BIS SIGNS) PART NO. STS-VA-009 (12" x 6") (SEE NOTE #5)	AS REQ'D BY LOCAL CODE
8	MOTORCYCLE PARKING ONLY REFERENCE: TAPOC PART NO. 373-05906 (12" x 18") PENN GLOBAL (BIS SIGNS) PART NO. STS-MPO-010 (12" x 18")	0
9	FEDEX FACILITY ADDRESS - 36" x 60" x 72" OMI (MIN.) REFERENCE: BLAIR PART NO. XD411E COORDINATE WITH AUTHORITY HAVING JURISDICTION	0
10	NO ENGINE IDLING REFERENCE: TAPOC PART NO. 152377 (20" x 24") PENN GLOBAL (BIS SIGNS) PART NO. OP-790EXTERIOR (21" x 24")	2
11	BLINKING SOLAR POWERED PEDESTRIAN CROSSING REFERENCE: TAPOC PART NO. 10704K-FXG	AS REQ'D
12	15 MINUTE PARKING PACKAGE PICK-UP ONLY REFERENCE: TAPOC PART NO. 152376 (21" x 24") PENN GLOBAL (BIS SIGNS) PART NO. D432-15M (21" x 24")	0
13	HEADLIGHTS ON 24/7 REFERENCE: TAPOC PART NO. 134578 (21" x 24") PENN GLOBAL (BIS SIGNS) PART NO. 21x24-HL247 (21" x 24")	2
14	CELL PHONE & EAR BUD USE PROHIBITED REFERENCE: TAPOC PART NO. 134579 (21" x 24") PENN GLOBAL (BIS SIGNS) PART NO. 21x24-CPEB (21" x 24")	2
15	SHIP CENTER ENTRANCE EXTERIOR BUILDING MOUNTED, ABOVE CANOPY (REFER A-1) REFERENCE: BLAIR PART NO. XE163E	0
16	CUSTOMER PARKING REFERENCE: TAPOC PART NO. 152299 (21" x 24") PENN GLOBAL (BIS SIGNS) PART NO. D430 (21" x 24")	0
17	AUTHORIZED PARKING REFERENCE: TAPOC PART NO. 152289 (21" x 24") PENN GLOBAL (BIS SIGNS) PART NO. D432-AP (21" x 24")	0

GENERAL NOTES

- VERIFY DISTANCE REQUIRED FOR LOCAL SETBACKS, STORM WATER MANAGEMENT REQUIREMENTS AND TOPOGRAPHICAL ADJUSTMENTS.
- ALL TOPOGRAPHIC AND BUILDING CONTROL ELEVATIONS SHOWN ON THESE DRAWINGS ARE "GENERIC" AND ARE PROVIDED ONLY TO INDICATE SURFACE RELATIONSHIPS REQUIRED. ACTUAL ELEVATIONS WILL BE DETERMINED BY THE CONDITIONS IN THE FIELD.
- VERIFY EXISTING BUILDING AND YARD CONDITIONS WITH FEC.

LEGEND		
	NEW CONCRETE PAVEMENT	
	NEW ASPHALT PAVEMENT TYPE I	
	NEW ASPHALT PAVEMENT TYPE II	
	NEW FENCE	
	00.00' NEW SPOT ELEVATION	

DRAWING INDEX	
SHEET NO.	TITLE
C-1	SITE PLAN
A-1	BUILDING PLAN
A-2	OFFICE PLAN
A-3	SCHEDULES

FACILITY EXPANSION TABULATION		
ITEM	EXISTING	FULL PHASE REQ'D. PROV.
ACREAGE		
TOTAL		4.61
BUILDING (S.F. AREA)		
DISTRIB. AREA / P & D	27,496	27,496
TOTAL OFFICE AREA	4,990	4,990
ADMIN OFFICE	4,594	4,594
SHIP CENTER	396	396
TOTAL	34,395	34,395
PARKING (SPACES)		
TOTAL AUTOMOBILE	75	94
STANDARD	74	90
HANDICAP	1	4
60'	0	5
TOTAL IN LONG TRAILER EQUIV	0	15
LONG (45'-53')	0	11
RUP (28'-33')	0	8
TRACTOR	0	3
SWITCHER	0	1
DOLLY STORAGE	0	3
VAN STAGING	0	0
VMX GARAGE		
GARAGE MAINTENANCE AREA	1,681	1,681
GARAGE OFFICE (S.F. AREA)	228	228
TOTAL (S.F. AREA)	1,909	1,909
SERVICE BAYS (NO.)	2	2

Rev.	Date	Revised Items	Dr.	D.E.
A	3/16/26	MODIFIED HYDRA AND CONCRETE PAD AND ADDED TRANSITION AREA.		

NOT FOR CONSTRUCTION
This is a progress drawing intended for information only, and shall not be used for construction purposes. The Construction Documents, prepared by other shall address all applicable local, state, and federal codes and regulations. For FEC leased facilities the Construction Documents shall be the responsibility of the Lessor/Lessor's Agent. For FEC owned facilities the Construction Documents shall be the responsibility of the Architect/Engineer of Record.

FACILITIES & MATERIAL HANDLING
ENGINEERING
1000 FedEx DR
MOON TOWNSHIP PA 15108
1.412.269.1000

Location: PORTSMOUTH
Project: EXPANSION
Title: SITE PLAN
Scale: 1" = 30'-0"
Date Drawn: 12/19/25

Drawn By: BJI
Checked By: INRB
Design Eng: PSMAE26F002

Address: 218 GRIFFIN ROAD
PORTSMOUTH, NH 03801

State or Province: NH

Sheet No: **C-1**

Sheet Title: PSMA-Y-002

Revision: A