

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

2:00 P.M.

**CITY COUNCIL CHAMBERS OCTOBER 1, 2002
MUNICIPAL COMPLEX, 1 JUNKINS AVENUE
PORTSMOUTH, NEW HAMPSHIRE**

MEMBERS PRESENT: David M. Holden, Planning Director;
 John Burke, Parking and Transportation Engineer;
 David Allen, Deputy Public Works Director;
 Michael Magnant, Deputy Police Chief;
 Charlie Jones, Fire Marshal;
 Tom Cravens, Engineering Technician (Water); and,
 Alanson Sturgis, Chairman of the Conservation Commission

ALSO PRESENT: Lucy E. Tillman, Planner 1

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The Chair called the meeting to order at approximately 2:04 p.m.

I. OLD BUSINESS

A. The application of **UR of Portsmouth, NH, Inc., applicant**, for property located at **1465 Woodbury Avenue** wherein site plan approval is requested for the construction of a 6,400 s.f. ± building for a restaurant use with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 216 as Lot 3 and lies within a General Business district. **(This application was tabled at the Committee's September 3, 2002, meeting to this meeting.)**

The Chair read the notice into the record. Mr. Sturgis moved to take the application off the table. Mr. Allen seconded the motion that passed unanimously. The Chair suggested that the application be tabled indefinitely. Mr. Allen so moved. Mr. Sturgis seconded the motion that passed unanimously.

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B. The application of **Heron Realty Trust, owner**, and **Sean Correll, applicant**, for property located at **917 Greenland Road** wherein site plan approval is requested for the creation of a sixteen space parking lot for a proposed take out/eat in café with associated site improvements. Said property is shown on Assessor Plan 259 as Lot 7 and lies within a Single Residence B district. **(This application was tabled at the Committee's September 3, 2002, meeting to this meeting.)**

The Chair read the notice into the record.

Mr. Allen moved to take the application off the table. The motion was seconded and passed unanimously.

SPEAKING TO THE APPLICATION:

Sean Correll of 492 Colonial Drive stated that the application had been tabled at the last meeting to allow for additions to be made to the site plan; such as, grading, fencing, hood fan, make-up air, 1,000 gallon grease trap and the relocation of the proposed sidewalk. Mr. Correll requested that he not be required to provide the sidewalk.

The Chair asked if David Desfosses, Engineering Technician with the Public Works Department, had looked at the elevations with the response from Mr. Correll being in the affirmative. In answer to the Chair's request for details on the fencing, Mr. Correll replied that it would be an 8' wooden stockade fence. The Chair confirmed that the location of the grease trap was shown on the site plan. With regard to details on the site lighting, Mr. Correll informed the Chair that a three page cut sheet had been submitted. The Chair commented that the applicant was doing, "marvelously".

With regard to the sidewalk issue, the Chair noted that the proposed sidewalk had been relocated as requested and commented that it is the Planning Board who would make the actual decision as to whether Mr. Correll would be required to install such a sidewalk. The Chair further commented that prior to the Planning Board meeting it would be determined how the City's sidewalk pavement schedule would tie into this project.

Mr. Allen noted that the way the sidewalk, as presently configured, cuts diagonally that he would ask that the sidewalk be shown as being parallel to curb line and property line and that David Desfosses approve the reconfiguration prior to the Planning Board meeting.

The Chair asked if there was anyone present wishing to speak to, for or against the application for the first, second and third time. Seeing no speakers, the Chair declared the Public Hearing closed.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Sturgis moved to recommend approval of the site plan with stipulations. Mr. Cravens seconded the motion. The Chair stated that the Technical Advisory Committee was recommending that the sidewalk be constructed and further stated that a report would be available for the Planning Board as to how the City's sidewalk program would relate to this proposal.

Stipulations:

- 1. That the proposed sidewalk be shown as parallel to the curb line and property line and that the proposed configuration be approved by David Desfosses of the Public Works Department prior to the Planning Board meeting

The stipulation from the September 3, 2002, meeting that the following be added to the site plan was also included in the approval motion:

- 1. grades that show what the final elevation will be and the direction the drainage will flow;
- 2. details on the proposed fencing;
- 3. the location of the external 1,000 gallon grease trap;
- 4. details on the site lighting, and,
- 5. the moving of the proposed new concrete sidewalk a couple of feet a way from the property line.

The motion to approve the site plan passed unanimously.

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C. The application of **Bold Beginnings, Inc., owner**, for property located at **133 Islington Street** wherein site plan approval is requested for the construction of a three-story, 6,608 s.f. ± addition to an existing building for use as eight residential units with related paving, utilities, landscaping, drainage and associated site improvements. The existing 3,276 s.f. ± one-story function hall to the rear facade will be demolished as well as the rear deck and stairs. Eleven covered parking spaces are included in the proposal. Said property is shown on Assessor Plan 138 as Lot 15 and lies within Central Business B, Apartment and Historic A districts. **(This application was tabled at the Committee's September 3, 2002, meeting to this meeting.)**

The Chair read the notice into the record. Deputy Police Chief Magnant moved to take the application off the table. Mr. Sturgis seconded the motion that passed unanimously.

SPEAKING TO THE APPLICATION:

John Chagnon of Ambit Engineering stated that a motion was made at last month's meeting to approve subject to conditions and subsequently a motion to table was made to allow for a report from the Traffic/Safety Committee specifically regarding the issue of neighborhood parking.

Mr. Chagnon went on to state that Ambit Engineering had prepared a parking study that was submitted to the Traffic/Safety Committee. The study identified that at all times during the study that 23 parking spaces were available within 300' of the proposed building. Mr. Chagnon reported that the Traffic/Safety Committee recommended approval of the project as submitted.

Mr. Chagnon continued on by reviewing the stipulations from the previous meeting. Note 5 on Sheet C-3 indicates that infra red sealing would be done on the trenches created for utility connections. The same note indicates that the trenches would be saw cut. Mr. Chagnon reiterated that the parking study was submitted to the Traffic/ Safety Committee. Note 6 on Sheet C-3 talks about the development of a construction schedule that would be submitted to the Public Works Department. Note 13 on Sheet C-2 talks about notification to the neighborhood seven days before the commencement of construction with a construction schedule and contact information for the project manager.

Mr. Chagnon went on to report that the landscaping plan had been submitted to Lucy Tillman in the Planning Department. Ms. Tillman nodded her head indicating approval of the plan. Ms. Tillman did inquire as to what would happen to the tree out in the road. Mr. Chagnon responded by stating that the tree would remain adding that it is in the right-of-way. Mr. Chagnon

expressed his amazement that the tree had survived for such a long period of time as 90% of the roots are underneath the road.

With regard to additional information on drainage, Mr. Chagnon indicated that a drainage report had been submitted with the application and that David Desfosses, Engineering Technician with the Public Works Department, had reviewed it. He went on to state that the information from the study done for the water/sewer separation in the area indicates that potential drainage was taken into account for that system.

Mr. Chagnon informed the Committee that note 7 on Sheet C-3 indicates that compliance will be had with the ordinance regarding the installation of any HVAC units.

Mr. Chagnon further stated that he had changed the plans to show the building outline as to what would be remaining after demolition. In other words, the existing building that will remain on the same line type as the proposed building. He referred to the relocation of the handicapped parking space in the parking garage.

The Chair asked that Mr. Chagnon go over the presentation made to the Traffic/Safety Committee. In response to the Chair's request, Mr. Chagnon referred to a plan that showed the limits of the study and explained that by using the City's aerial maps, available parking spaces were identified that were 20' in length. City ordinances were reviewed to determine where one could and couldn't park in the adjacent street network.

Physical counts were taken of the available parking spaces. He stated that the fact of the matter was that the number of parking spaces using a 20' length was exceeded by the actual cars and open spaces available in that area. For example, on Pearl Street seven spots were identified in the study; however, ten spaces were actually being used. In other words, more efficient use of the available space was being made due to the fact that the spaces were not striped.

The actual count was taken on Friday and Saturday, September 6th and 7th. The lowest percentage of available parking was 27%. Mr. Chagnon pointed out that the building would be a mixed-use building and pointed out that 11 covered spaces would be provided for the proposed eight units. He suggested using the figure of two spaces per unit as a maximum average number associated with residential use. He indicated that that section of Hanover Street is resident parking only and has available parking during the daytime hours.

Fire Marshal Jones then turned the discussion to sprinkler issues noting that the proposed building would be sprinklered and inquired if the entire building would be sprinklered. Mr. Chagnon responded by stating that there are no plans to sprinkle the existing building. Arnie Taylor, project manager, informed the Committee that he has discussed the issue with the Assistant Building Inspector, Roger Clum; that the foyer, the single story connector and the existing ballroom will be sprinklered. Mr. Taylor pointed out that the existing masonry walls would remain. The Fire Marshal was satisfied with Mr. Taylor's response.

Mr. Cravens expressed his concern as to when construction would start and whether such would interfere with the proposed water line replacement planned for Islington Street. Messrs. Chagnon and Taylor informed Mr. Cravens that most of the construction would be done from Hanover Street; that there may be one or two times when construction vehicles would be coming in off Islington Street.

Mr. Holden noted that, given that the proposal provides a parking garage, he would assume that the parking standards had been met with Mr. Chagnon responding in the affirmative. Mr. Holden wondered how a perceived availability of parking spaces on a street was actual proof of the availability of other parking spaces. Mr. Chagnon spoke to the parking spaces that are not striped and the difference between the City striping of 20' and the actual utilization. John Burke, the City's Parking and Transportation Engineer, concurred that the available parking would exceed the demand.

The Chair stated that there is a motion on the floor from the previous meeting to recommend approval with stipulations. The motion passed unanimously.

Stipulations:

1. That all trenches be infrared sealed in accordance with the standards of the City's Public Works Department;
2. That the trenches created for utility connections be done by saw cutting;
3. That a 300' radius (of the property in question) parking survey during peak times be submitted;
4. That a construction schedule shall be worked out at the appropriate time with Public Works Department with a plan on how those who would be affected would be notified;
5. That the landscaping plan is subject to approval by Lucy Tillman of the Planning Department;
6. That more information be submitted on the drainage analysis; such as, additional material on Sudbury Street; and,
7. That a note be included on the site plan indicating that any HVAC units must comply with Article V of the City's *Zoning Ordinance* and may be subject to Historic District Commission approval.

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II. PUBLIC HEARINGS

A. The application of **GPP Properties 1995-1, LLC** for property located at **100 Coakley Road** wherein site plan approval is requested for the construction of a 50' x 80' (4,000 s.f.) one-story addition to an existing building with related paving, utilities, landscaping, drainage and associated site improvements. The addition will be used for warehousing purposes. Said property is shown on Assessor Plan 234 as Lot 6 and lies within a General Business district.

SPEAKING TO THE APPLICATION:

Jennifer McCourt of Keach-Nordstrom spoke to the proposed 4,000 s.f. addition to be used as storage space. She informed the Committee that the necessary Variance had been received from the Board of Adjustment for relief from the rear setback requirement. She went on to state that the required parking spaces would be 12 spaces with 20 parking spaces provided. She reported

that the Board of Adjustment required the installation of an 8' solid wooden fence along the residential property line. Ms. McCourt noted that fifteen yews are also shown on the site plan adjacent to the residential side of the fence.

Ms. McCourt continued on by stating that some outside storage would be had by the loading docks for as long as it takes to unload materials and get them into the building.

A detention pond will be created adjacent to the addition in order to capture roof drainage and have it overflow into the existing detention pond that is adjacent to the loading dock area. Ms. McCourt informed the Committee that drainage calculations had been provided as part of the application.

Six spruce trees will be planted in the area of the new addition in order to extend the buffer between the loading dock area and Borthwick Avenue.

Ms. Tillman stated that she recalled that at the Board of Adjustment meeting discussion was had as to the placement of signage to keep trucks making deliveries to this site from going into the Coakley Road neighborhood. Mr. Burke interjected that banning truck traffic would require an ordinance change. Ms. McCourt pointed out that one would not want to prohibit local truck traffic from entering the neighborhood. She went on to state that the business would be willing to put out flyers so advising their vendors. The suggestion was made that signage indicating the entrance for deliveries for the business be posted and that the business be responsible for instructing the truck drivers that trucks are not to drive into the residential neighborhood as they bypass the entrance.

The Chair asked if there was anyone else present who wanted to speak to, for or against the application. Seeing no one rise, the Chair declared the Public Hearing closed and awaited action on the part of the Committee.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Allen moved to recommend approval of the site plan with the following stipulation. Mr. Sturgis seconded the motion that passed unanimously.

- 1) That signage be installed indicating the delivery entrance and that instructions shall be given that trucks are not to drive through a residential neighborhood.

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III. ADJOURNMENT was had at approximately 2:39 p.m.

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These minutes were taken and transcribed by Barbara B. Driscoll, Administrative Assistant in the Planning Department.