

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

2:00 P.M.

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

MAY 6, 2003

MEMBERS PRESENT: David M. Holden, Planning Director;
John Burke, Parking and Transportation Engineer;
David Allen, Deputy Public Works Director;
David Young, Deputy Police Chief; and,
David Desfosses, Engineering Technician (Engineering)

MEMBERS ABSENT: 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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I. OLD BUSINESS

A. The Portsmouth Planning Board, acting pursuant to NH RSA 12-G:13 and Chapter 400 of the Pease Development Authority Site Review Regulations, will review and make a recommendation to the Board of Directors of the Pease Development Authority regarding the following: The application of **Two International Group** for property located at **Manchester Square** wherein site plan approval is requested for the creation of a retail center including the construction of an 80' x 75' irregularly shaped two-story building with a 5,324 s.f. footprint and a 280' x 60' irregularly shaped two-story building with a 19,800 s.f. footprint with related paving, utilities, landscaping, drainage and associated site improvements. The proposal includes the demolition of the former gas station. Said property is shown on Assessor Plan 302 as Lots 4, 7, 8, 9 and 10 and lies within an Airport Business Commercial district. **(This application was tabled at the Committee's April 29, 2003, meeting to this meeting.)**

The Chair called the meeting to order at approximately 2:05 p.m. explaining that there is only one item of business and proceeded to read the notice into the record.

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

The Chair indicated that the Public Hearing had been closed at the previous meeting, but invited Brad Mesquita of Appledore Engineering to approach the podium and make a presentation.

SPEAKING TO THE APPLICATION:

Mr. Mesquita proceeded to review the following comments contained in the April 30, 2003, Letter of Decision:

1. That the sidewalks are shown as butting up against the street and should be moved back;
Mr. Mesquita stated that the sidewalk had been offset 8'.

2. That there be off-site notification of the fire alarm system; preferably a master box for both buildings;

Note 13 was added to the plan concerning master boxes.

3. That the Pease Development Authority work with the City to establish what the street lighting should be;

Mr. Mesquita stated that this item would be discussed later on in the presentation.

4. That the location of the handicapped spaces be balanced out;

The handicapped spaces will be left as shown per discussions with the Department of Public Works. It may make sense to re-align the spaces once the tenant partitions have been determined.

5. That the location of the grease trap be relocated from a landscaped area to a paved area;

The site plan has been so amended.

6. That some of the dumpster configurations may not work as drawn;

Mr. Mesquita submitted a handout showing the dumpsters at a 45 degree angle. Mr. Desfosses noted that with regard to the first dumpster, it appeared that a truck would have to get into the fence in order to grab the dumpster.

7. That a note be added to the site plan that the water lines and appurtenances be installed in accordance with the City of Portsmouth's Water Division's construction standards and specifications;

Note #17 on sheet C-5 covers this item.

8. That both buildings have two separate water lines (fire and domestic) with shut offs in the street;

Mr. Mesquita stated that both buildings have separate water lines coming in off the street.

9. That, if appropriate, a note be added to the plan indicating that the site is located within a Wellhead Protection Area and that construction should be in accordance with Aquifer Protection Guidelines;

Mr. Mesquita noted that the site is in the Wellhead Protection Area and referred to note #12 on sheet C-4.

10. That the oil/water separators be scheduled for an annual cleaning; and,

Note #11 deals with this item and states that the oil/water separators will be cleaned once a year and reports will be submitted as done in the past.

11. That the applicant work with the Pease Development Authority and John Burke, the City's Parking and Transportation Engineer, as to what the costs would be for appropriate off-site improvements.

Mr. Mesquita noted that there is not a program or mechanism in place.

Discussion then returned to the matter of street lighting with Mr. Mesquita stating an underground conduit would be in place to handle the switching of the overhead electric.

At this point in the proceedings, the Chair asked for a motion from the Committee.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Desfosses moved to approve with stipulations. Mr. Burke seconded the motion. Discussion then returned to the issue of street lighting. Mr. Allen directed his question as to any establishment of standards to Maria Stowell of the Pease Development Authority (PDA) who was seated in the audience. Ms. Stowell replied that at the present time the Tradeport is using 30' poles with the standard Cobra head fixture.

The Committee then turned its attention to the interior traffic circulation noting that Traffic/Safety would get a chance to look at it. Mr. Desfosses pointed out that certain aisles had been widened to 24' as requested. Mr. Burke noted that signage and sidewalks had been placed on the site plan as requested.

The Chair noted that if the Traffic/Safety Committee had any changes, that the report would be going to the Planning Board. In other words, the Technical Advisory Committee would not need to see the changes. Mr. Burke announced that there would be an on-site by the Traffic/Safety Committee on Tuesday, May 13th, 2003, at 8:00 a.m.

Discussion ensued as to the actual timing for the installation of the street lights with Ms. Stowell referring to the guarantee of a Site Review bond. Ms. Stowell went on to state that none had been installed to date as they were waiting for a schedule for the switch over from over ground to underground. Mr. Allen expressed his concern that five years down the road, prices would be different and his fear was that the City would get stuck holding the bag. Ms. Stowell spoke to a departure from the way street lights had been handled before.

Mr. Burke commented that he thought that the off-site improvements would be indicated on the plan. Mr. Mesquita submitted a not to scale traffic circle plan. Mr. Burke wondered about slope easements. He went on to refer to the Pease Master Plan and wondered what allowances were going to be made for this development. He referred to substandard road lane widths and substandard road radius on the corner for trucks.

Ms. Stowell stated that the Pease Development Authority would welcome any recommendations. She stated that the PDA had approved the study but that no mechanism had been established for a formula. She noted that the contribution from this project may go to another intersection at the Tradeport.

Mr. Burke noted that trucks would be using the intersection pointing out that there is not enough turning radius now. Mr. Mesquita felt that most of the traffic would be coming through the main entrance.

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

1. That the island width be increased (the present plan reflects that);
2. That additional sidewalks be provided (the present plan reflects that);
3. That additional signage be provided (the present plan reflects that);
4. That the plan be reviewed and approved by the Traffic/Safety Committee with a report back to the Planning Board;
5. That a dumpster pad be made a little bit longer to make it work;
6. That all interior site lighting will not overflow onto adjacent properties;
7. That the proposed street lighting be indicated on the plan;
8. That a mechanism be worked out by the Pease Development Authority to ensure the timely switch over from overground electric to underground electric;
9. That the applicant be responsible for a proportionate share of off-site improvements as proposed in the VHB study;
10. That John Burke and the Planning Department work with the Pease Development Authority to create a funding mechanism to ensure the inclusion of the off-site improvements;
11. That the future owner not use the intersection as a truck entrance; and,
12. That it was recommended that the intersection be upgraded or that a plan be in place with associated costs to be assigned.

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ADJOURNMENT was had at approximately 2:30 p.m.
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These minutes were taken and transcribed by Barbara B. Driscoll, Administrative Assistant in the Planning Department.