

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

**2:00 P.M.**                                 **CITY COUNCIL CHAMBERS                         NOVEMBER 4, 2003**  
**MUNICIPAL COMPLEX, 1 JUNKINS AVENUE**  
**PORTSMOUTH, NEW HAMPSHIRE**

**MEMBERS PRESENT:**     David M. Holden, Planning Director, Chairman  
                                   John Burke, Parking and Transportation Engineer;  
                                   David Young, Deputy Police Chief;  
                                   Steve Griswold, Deputy Fire Chief;  
                                   Tom Cravens, Engineering Technician (Water);  
                                   Alanson Sturgis, Chairman of the Conservation Commission;  
                                   and, David Desfosses, Engineering Technician (Engineering)

**ALSO PRESENT:**                 Lucy E. Tillman, Planner 1

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The Chair called the meeting to order at 2:00 P.M.  
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**I. PUBLIC HEARINGS**

A. The request of **Great Islington Street, LLC** for property located at **871 Islington Street** wherein the approval of an amended plan is requested for the conversion of an existing structure from office use to twelve dwelling units and artisan studio space with associated site improvements. The proposal calls for the removal of a section of the existing building (some 1,730 s.f.± to the rear). Said property is shown on Assessor Plan 165 as Lot 4 and lies within a Business district.

The Chair read the notice into the record.

**SPEAKING TO THE APPLICATION:**

Ken Wood of Attar Engineering addressed the committee and stated that their revised plans provides 14 units, 10,350 s.f. of artisan retail, 36 parking spaces. The maximum density on the lot could be 16 units. The plan was also modified to reflect the changes suggested by the Technical Advisory Committee and the Planning Board in David Holden’s July 18, 2003 letter.

The Chair made a call for speakers.

The Chair made three calls for speakers. Seeing no one rise, the Chair declared the Public Hearing closed and awaited discussion on the part of the Committee.

**DISCUSSION AND DECISION OF THE COMMITTEE:**

Mr. Cravens moved to approve with stipulations. The motion was seconded.

Mr. Cravens asked what other revisions had been made, other than the major revision to the courtyard. Mr. Wood indicated that they were opening up the courtyard to give them a better layout of the buildings. It was felt that this would give them an improved entrance and a better

view. The other revision is the timberframe building located to the rear of the parcel will remain. The only other revisions on the plan are the 12 items suggested by the Technical Advisory Committee and the 6 items suggested by the Planning Board.

Ms. Tillman indicated that they were being asked to amend the approved plan but that wasn't the plan that was submitted. They had a new date on a new plan. Mr. Wood indicated that they considered this to be a new plan, not a revision of the old plan. To the left of the title sheet, as they usually do with a changed plan, it says "This plan represents an amendment to a Site Plan previously reviewed by the City of Portsmouth Planning Board on July 17, 2003".

Deputy Fire Chief Griswold requested that a stipulation be made for the installer of the Fire Department connection to contact him about the exact configuration of the connection on the building. Mr. Wood indicated they would add that to Note 5 which discusses the fire department connection.

Mr. Cravens asked that a note be made that the water service and the water main connections to the street be done by the Water Department. That will relocate the gate location as they will be out in the street right-of way more.

Mr. Cravens indicated that there was a 2" and a 6" existing water service on the property. He asked if Mr. Wood had any information on where they go or what they serve. Mr. Wood indicated that they had agreed that they were probably serving more than just the one building. Mr. Cravens indicated that they did not want to abandon them and if a new service went in there should be easements granted between the lots in case the other people have to work on them for any reason.

Mr. Cravens asked if there would be any irrigation on the lot. Mr. Wood indicated that there would not.

Mr. Desfosses asked how the lot drained? It appeared to have one basin in front of the building. Mr. Wood indicated that there was another basin on the site next to Parking Lot #15. The drainage arrows were on the plans, showing how it drains. The basin drains to the street. It is unknown whether there is an oil/water separator on it.

Mr. Desfosses asked about the landscape strip on the west side of the property. Mr. Wood indicated the grade was to separate the parking space and there will be a clear path through it.

Mr. Desfosses asked about Parking spot #26. There was a 12" maple tree shown. Mr. Wood indicated it would be coming out.

Mr. Desfosses asked about the crosswalk extending across Islington Street which was not shown square to the roadway. Ms. Desfosses asked to have the crosswalk squared up on the Fleet Bank side. Mr. Wood did not believe there was any reason why it could not be square up and he would check on it.

Mr. Desfosses thought that a manhole should be put into the new enclosed sewer service. He felt it was a big enough line to warrant it. Mr. Wood indicated that they would put one in.

Mr. Desfosses indicated that he would need to see the photometrics.

Mr. Desfosses felt that the entrance might be a little confusing. He asked if there was a reason why the opening throat was so large, as it was wide enough for two way traffic but it's only one way traffic. There would not be any tractor trailers going into the lot. Mr. Desfosses felt that the island could be made quite a bit bigger and both entrance and exit ways 18' wide.

Mr. Desfosses stated that the city standard for handicapped ramps was to stop the curbing in front of the ramp.

Mr. Desfosses asked about the area to the left of the handicapped stops, between Frenchman's Lane and the walkway. Mr. Wood indicated that it was an AT&T cabinet and it would be landscaped. Mr. Desfosses asked what type of landscaping and Mr. Wood indicated it would be lawn.

Mr. Desfosses asked that they put a note on the plan that all proposed signs meet MUTCD standards. He also suggested painting pavement arrows to clarify traffic flow as well as a one-way sign on the island.

Ms. Tillman was concerned about cutting a tree down. She asked if parking space #26 be moved over next to Parking space #25. The island would have to be enlarged a little but she didn't feel that would be a problem. Mr. Wood indicated they would look into that and he felt it was possible.

The Chair reviewed the stipulations from the previous meeting to make sure they were addressed:

Stipulations from July 17, 2003 TACmeeting:

1. The existing water service be discontinued outside of the building. *Mr. Wood indicated that it was shown on Note 6.*
2. That the site plan indicate the location of "No Parking" signs on Frenchman's Lane. *Let the record reflect the Chair had seen the sign.*
3. That the site plan indicated the proposed modifications to Frenchman's Lane with said revisions to be approved by the Planning and Public Works Departments prior to the Planning Board meeting; *Mr. Wood felt that they were all set with that. It deals with the sidewalk going up Frenchman's Lane and they have had some discussion on where the sidewalk is going to go. Mr. Desfosses felt that they were all set.*
4. That a Fire Department connection be installed in the building. *The Chair indicated that was in place.*
5. That the site plan indicate a master box connection to the fire alarm system; *The Chair indicated that was in place.*
6. That sprinkler and Fire Alarm plans be submitted and the appropriate permits acquired. *The Chair indicated that this was a condition pending;*
7. That a note be added to the site plan indicating that the openings in the four hour fire wall be bricked up; *This was reflected on the plan.*
8. That a note be added to the site plan regarding the status of the monitoring wells and that said note shall be reviewed by Tom Cravens prior to the Planning Board meeting; *Mr. Cravens was satisfied with the note that had been added.*
9. That the site plan include spot grades on the sidewalk adjacent to the handicapped accessible spaces and that the site plan indicate some sort of sidewalk curbing or curb stops for that area; *This was completed.*
10. That a sidewalk easement be submitted by the applicant's attorney and reviewed as to content and form by the City attorney. *Mr. Wood indicated that this had not been done yet and the Chair indicated that it should be addressed immediately.*
11. That a note be added to the site plan that the lighting shall not spill over onto adjacent properties. *Mr. Wood indicated that there was a note on the plan.*
12. That the site plan indicates what areas will have granite curbing. *Mr. Wood indicated that the legend reflects the granite curbing.*

Stipulations from the Planning Board meeting:

1. That the site plan indicate that the dumpster area has room for recycling bins..*Mr. Wood indicated they were shown on the plan next to the dumpster.*
2. That a bicycle rack be indicated on the site plan. *Mr. Wood indicated that it was shown behind parking space #34.*
3. That a concrete pad for motorcycles be indicated on the site plan. *Mr. Wood indicated it was shown just behind the bike rack.*
4. That the areas of proposed granite curbing to be clarified on the site plan. *Done.*
5. That the site plan indicate the installation of a stop sign, as appropriate, in the area where vehicles leave the site. *Done.*
6. That a note be added to the site plan that there will be no commercial food preparation on the site. *Done.*

Mr. Burke suggested that the island revisions, the striping and signage, be reviewed by him prior to the Planning Board meeting.

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

- 1) That sprinkler and fire alarm plans be submitted (one set each) and the appropriate permits acquired. The applications can be obtained from the Fire or Building Departments;
- 2) That a sidewalk easement be submitted by the applicant’s attorney and reviewed as to content and form by the City Attorney;
- 3) That the installer of the Fire Department connection contact Deputy Chief Steve Griswold of the Fire Department to discuss the exact configuration of the connection on the building;
- 4) That the water gate valve be relocated and that City personnel do the installation;
- 5) That an oil water separator be added to the basin drainage;
- 6) That the crosswalk be squared up on the Fleet Bank side;
- 7) That a sewer manhole be added;
- 8) That the photometrics of the site be provided to Engineering Technician David Desfosses by November 10, 2003;
- 9) That the traffic islands at the entrance be made larger per review of David Desfosses;
- 10) That the handicapped ramps meet City standards (stop the curbing at the ramp);
- 11) That all proposed signs on the site meet MUTCD standards and also add a one-way sign and pavement arrows;
- 12) That parking space #26 be moved, the island be enlarged and the maple tree be saved;

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B. 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**, applicant, for property located at **100 International Drive** wherein site plan approval is requested for the construction of a 39,000 s.f. footprint, three story building, with basement, for office use with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 306 as Lot 2 and lies within the Pease Industrial district.

The Chair read the notice into the record.

**SPEAKING TO THE APPLICATION:**

Bradlee Mezquita, of Appledore Engineering addressed the Committee. Mr. Mezquita indicated their parcel was located on International Drive and was across the street from Lonza. He indicated there were two existing paved parking lots. In the rear of the parcel there is existing wetland. They were proposing to put in a new office building, total square footage of the building would be 107,500 s.f. They are proposing to complete the project in two separate phases. The site itself pitches high end in one corner and low end in another corner. There will be a retaining wall along the access drive which will separate the access from the parking lot itself. The parking lot in its entirety is shown with 378 spaces, which meets the local regulations. Part of the project will be installing an underground water retention system which collects stormwater from the entire paved surface area and re-routes it over to the southeast detention pond, then out into the wetland to the south. All utilities will be accessed through International, including electric, water, and sewer. They presented an extensive landscape plan.

Mr. Mezquita discussed their phasing plan. They have shown the entire 107,500 s.f. and the entire parking lot being build out. The applicant would like to take the rear wing off during phase I, fill the front "H" and the associated parking in the back. They have had discussions with the PDA of whether the parking as shown should be increased to a 9' space width as they are currently meeting the requirements of the PDA with an 8 ½ ' space width. They are proposing 9' space width.

The Chair made three calls for speakers. Seeing no one rise, the Chair declared the Public Hearing closed and awaited discussion on the part of the Committee.

#### **DISCUSSION AND DECISION OF THE COMMITTEE:**

Mr. Desfosses moved to recommend approval of the site plan subject to stipulations. The motion was seconded.

Mr. Desfosses asked why there were three driveways. Mr. Mezquita indicated that the third driveway was slated for future development. At some point in the future there may be another building on the parcel. Mr. Mezquita indicated it would not be a large building and there would be adequate parking on site. The Chair asked if they would have any problem with the elimination of the driveway at this point? Mr. Mezquita was willing to stipulate that the southerly driveway be eliminated.

The Chair asked if they were obeying the 25' wetland ordinance of the Tradeport? Mr. Mezquita indicated that they were.

The Chair asked if they had a sidewalk making access out to the street and if they could describe it. Mr. Mezquita indicated that they have a sidewalk along the street and they have proposed a sidewalk from the main entrance out to the street. Ms. Tillman asked if the sidewalk would be concrete. Mr. Mezquita indicated that all sidewalk on site will be concrete (not asphalt).

Mr. Desfosses asked if they were showing a huge underground duct bank. Mezquita indicated it should be shown on the plan.

Mr. Desfosses addressed treatment swales and water tables and whether a test pit had been done yet. Mr. Mezquita indicated that a test pit had not yet been done. The treatment swale that is shown is a grass swale but they have not done a test pit in that particular area. This is a previously disturbed area.

Mr. Cravens asked about a couple of monitoring wells that are not shown on the utility plan but they are shown on the original existing conditions. They should indicated on the demo plan

which ones are going to be abandoned and which are going to remain and show them on both the demo plan and the utility plan. There should also be a note on the demo plan that they are going to be abandoned to DES standards.

Also, Mr. Cravens asked for a note on the plan that the construction is within the wellhead protection area. Mr. Mezquita indicated that that was already on the plan, note #8 on the existing conditions plan.

Mr. Cravens asked if the catch basins were going to have oil/water separators in them before they go into the detention pond. Mr. Mezquita indicated they would add them. Mr. Cravens indicated if there was a plan to put an irrigation plan in sometime in the future, now would be the time to put in a good amount of loam on the top to help maintain the moisture in the soil for the grass which would cut back on the amount of irrigation that was needed.

Mr. Desfosses asked if they had a loading zone. Mr. Mezquita indicated that as it was an office building they would use the front entrance for deliveries. After discussion it was agreed that it would be best to add a loading zone at this point. As they have excess parking spaces they could add a loading zone in the rear.

The Chair asked if there was an emergency generator. Mr. Mezquita indicated that the applicant has not yet decided if he would be putting one in. However, if he does the fuel will be diesel and it will have double wall containment so this did not present a problem to Mr. Cravens. Mr. Mezquita indicated he would fax the spec sheet to Mr. Cravens for his review.

The Chair asked if the utilities were going to be truly underground. Mr. Mezquita indicated there was a note on the plan confirming that they were.

Mr. Burke asked about the van/car pool and whether there was interest in that? Mr. Mezquita indicated that the tenant had specifically requested that provision and they encourage the use of it. Mr. Burke indicated that they would need a licensed traffic engineer to submit a report on traffic generation. A one page memo would be sufficient.

Marie Stowell, P. E., of Pease Development Authority, explained that they intend to use peak house trip generations, and they have calculated a unit cost per vehicle and they will base each contribution on that unit cost. That contribution will go into their transportation improvement fund. The PDA will be responsible for making those improvements using the contributions. The Chair suggested a recommendation that no building permit be issued until all agreements and stipulations are in place that would meet with the Board of Director's approval? Ms. Stowell indicated that would be acceptable.

The Chair asked for an explanation of their phases and how they were going to show them. Mr. Mezquita asked to have the plan approved in its entirety. The Chair asked if they would base the site review agreement with its costs on Phase I or Phase II or both? How will they do the city's improvements such as sidewalks? Mr. Mezquita indicated that the city sidewalks would be done in its entirety during Phase I. The difference would be that part of the building would not be constructed at this point. The drainage would be completed in its entirety. The future parking lot would be grass at this point. If they have trouble getting tenants to fill Phase I, they don't want to have 300+ parking spaces when they only need 150 during Phase I.

Ms. Tillman asked if the area of the building on Phase II would be loamed and seeded. Mr. Mezquita confirmed that was correct. Ms. Tillman asked what parking spaces would be associated with Phase II. Mr. Mezquita indicated they were the remote parking spaces in the rear.

The Chair asked what they would do if Phase II doesn't get built. How long would their recommendation for approval be valid? Ms. Stowell indicated that the PDA regulations were a little bit different. To approve the entire project, both Phase I and Phase II, they would have 6 months to get a building permit for the whole thing. They could apply for another 6 month extension. After that the approval is gone. The Chair proposed that they stipulation that a plan reflecting all of the stipulations be reviewed by David Desfosses and Lucy Tillman prior to the Planning Board meeting.

Deputy Fire Chief Griswold indicated that they needed to contact him directly regarding the master fire alarm box as well as the configuration of the fire department connection before they install the box.

The Chair asked how high the concrete retaining wall was. Mr. Mezquita indicated it varied in height from 0' to 9 1/2 ', with a fence on top. Mr. Desfosses indicated that there was no problem with that.

The motion to approve the site plan passes unanimously with the following stipulations:

- 1) That the parking space width be changed from 8 1/2' to 9', as offered by the applicant;
- 2) That the easterly driveway be eliminated;
- 3) That the front sidewalk be constructed of concrete (not asphalt);
- 4) That the demo and utility plans indicate which monitoring wells will be abandoned and which will remain and those that are to be abandoned will follow NH DES standards (note to be added to appropriate plans);
- 5) That a note be added to the utility plan that the construction is within the wellhead construction area;
- 6) That oil/water separators be added to the catch basins;
- 7) That loading berths be added to the plan;
- 8) That a spec sheet be provided to Tom Cravens describing an emergency generator for possible future installation;
- 9) That the undergrounding of utilities be made clearer on the plan;
- 10) That a licensed traffic engineer submit a memo to Maria Stowell, with a copy to John Burke, regarding traffic generation and how it relates to the van/car pool plan and off-site traffic improvements per the Tradeport's Transportation Master Plan; that the Planning Department recommends that no building permit be issued until all agreements and stipulations are in place and meet with the Board of Director's approval;
- 11) That a revised plan reflecting all changes be reviewed by David Desfosses, David Holden and Lucy Tillman prior to the November 20, 2002 Planning Board meeting;
- 12) That Deputy Chief Steve Griswold be contacted regarding the master fire alarm box.

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C. The application of **Ocean National Bank** for property located at **325 State Street** wherein site plan approval is requested for the construction of the following after the demolition of the existing annex: a) a 30' x 34' freestanding drive thru teller; b) a redesign of the front entrance on State Street; c) a 22' x 50' 2 story addition to the rear; and, d) a one story 28'6"± x 17'11"± drive thru ATM, including a canopy, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 116 as Lots 1, 6 & 7, to be combined, and lies within the Central Business B and Historic A districts.

The Chair read the notice into the record.

**SPEAKING TO THE APPLICATION:**

Eric Weinrieb, of Altus Engineering, addressed the Committee and stated that he was present with Christopher Bishop of Ocean National Bank, Tom Wallinger of JSA Architects. Mr. Weinrieb indicated that they were proposing to renovate the former First National Bank building. They plan to demolish and remove the annex building and the old drive up window on the north side of the property. They are proposing a new two story addition on the north side with an ATM and reconstruction of the drive up window. This will result in significant site improvements to the property, including removing three access points to the site which will result in a safer site. (The in/out on Church Street, one of the accesses from State Street, and one of the entrances onto the site from Porter). They will be consolidating access from State with angled parking, an ATM window and exiting onto Porter Street. There will be four spaces in the drive-up window area for employees along with 22 spaces in the parking lot area. Mr. Weinrieb indicated other site improvements include the relocation of the driveway and the utility pole. That will allow them to add an on-street parking stall where the existing exit it now. They are also going to remove two parking stalls on Porter Street and designate it as loading zone. A brick sidewalk is being constructed on the north side of Porter Street and Mr. Weinrieb indicated that they were proposing to put brick sidewalks on the south side so they will create a very nice pedestrian way. Drainage improvements on the site consist of constructing three new catch basins with hoods. Currently the drainage on the site it cut into the sewerage system. The new catch basin will be tied into the municipal drainage system. The light that is currently on top of the annex will be removed (it is currently on 24 hours a day).

Mr. Weinrieb indicated that they will not be adding the 6' sprinkler service. A building code review by JSA has determined that the building does not require sprinkler service so they have decided not to install one at this time.

Mr. Wallinger of JSA indicated that in the addition they are adding a second set of egress stairs that connects the basement, 1<sup>st</sup> and 2<sup>nd</sup> floor which will exit to grade. The interior stair will take the same floors and exit through the main lobby. With those two means of egress the code does not require the sprinkler. They will have a fire alarm system but he did not have the specifics at that time. They would have a master box tied into the city.

Mr. Weinrieg indicated that they had expected their photometric plan back before today and will get it to David Desfosses within the next few days.

The Chair made three calls for speakers. Seeing no one rise, the Chair declared the Public Hearing closed and awaited discussion on the part of the Committee.

**DISCUSSION AND DECISION OF THE COMMITTEE:**

Mr. Desfosses made a motion to approve with stipulations. The motion was seconded.

The Chair indicated that they were looking into doing a traffic study in the downtown area and he was assuming the Bank will retain what rights it has in the right of way, but was there any great concern over which direction traffic will go on Porter Street or not? Mr. Weinrieb indicated that there is no concern about the direction of traffic.

Mr. Desfosses asked if the utility companies have approved the pole relocation. Mr. Weinrieb indicated that they have received approval from Comcast and PSNH but they have not received



approval from Verizon yet. The Chair indicated, as it was more than 10', that they would need a pole license. PSNH has to ask for it and it goes through the City Council.

Mr. Burke indicated that they always request a traffic study for a site such as this. As they are doing a circulation study of this block, in lieu of a traffic study they would request a contribution equal to that study, not to exceed \$2,500.

Mr. Desfosses asked that all of the sidewalk tip downs be in concrete and all the sidewalks be brick, which is the city standard for downtown.

The Chair asked about which side of Porter Street would have parking and if a determination had been made yet. Mr. Burke indicated that the Traffic and Safety Committee would review the parking and loading on Porter Street and TAC would accept their recommendation.

Mr. Desfosses indicated that the sidewalk in front of the existing building is already 7' wide. They would like to continue that 7' width up to Church Street. The applicant's property line appears to be half way through the sidewalk and the City would like a sidewalk easement to that. The City has been doing them as written easements and Attorney Pelech would be familiar with the format.

Mr. Desfosses indicated that the radii going into the drive-thru should be increased to at least 10'. The deadend parking should be done also if possible.

Deputy Chief Steve Griswold indicated that he was very disappointed that the applicant has chosen not to sprinkler the building. Even though it doesn't require it, he felt the value of a sprinkler system is clear. In his estimation, any public building that is used for the public should be sprinkled.

Eric Howe briefly reviewed the landscape plan. They have attempted to increase the greenspace above the requirements. The Chair indicated that he should meet with Lucy Tillman to review the landscaping plan.

Mr. Desfosses asked Mr. Burke and the Chair about the possibility of reversing the parking on Porter Street. He suggested that they look at the radius at the corner of Porter and Church Street right now. If the parking gets moved over the other side, they may need to increase the radius which means they might need an easement from the developer. Mr. Burke indicated that he would bring the matter up with Traffic & Safety.

Mr. Desfosses asked about the landscaped island that is in the drive-thru. He suggested that it might work better if there were two parking spaces on the other side of it and it was rounded rather than square. He felt it would be difficult getting into the parking spaces with the squared shape. He would suggest a rounded island with a 10' radius.

The motion to recommend approval of the site plan passes unanimously subject to the following stipulations:

- 1) That the specification for the fire alarm master box be provided to Chief Deputy Steve Griswold;
- 2) That a master box connector to the Fire Department be installed;
- 3) That the photometrics be provided to Engineering Technician David Desfosses by November 10, 2003;

- 4) That a pole license be obtained (PSNH will ask for it and it will have to receive City Council Approval);
- 5) That in lieu of a traffic study a contribution towards the City's traffic study be made, not to exceed \$2,500;
- 6) That the sidewalks on Porter Street and State Street follow City standards (tipdowns be concrete and all the sidewalks be brick);
- 7) That the applicant accept the report of the Traffic Safety Committee review of parking and loading issues on Porter Street;
- 8) That the sidewalks be 7' wide in front of the building up to Church Street;
- 9) That a permanent sidewalk easement to the city along State Street to Church Street be presented for review by the City Attorney as to content and form;
- 10) Increase curb radii into site and into drive thru to 10';
- 11) That the landscape plan will be reviewed by Lucy Tillman;
- 12) That the landscaped island by the drive-thru be rounded rather than square.

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**III. ADJOURNMENT** was had at approximately 3:30 p.m.

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These minutes were taken and transcribed by Jane M. Shouse, Administrative Assistant in the Planning Department.