

ACTION SHEET
REGULAR MEETING
PLANNING BOARD
PORTSMOUTH, NEW HAMPSHIRE

7:00 P.M.

CITY COUNCIL CHAMBERS

MAY 20, 2004

CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

MEMBERS PRESENT: Kenneth Smith, Chairman; John Sullivan, Deputy City Manager
Cindy Hayden; Thomas Ferrini, City Council Representative;
Paige Roberts, Vice Chairman; Richard A. Hopley, Building
Inspector; Donald Coker; Alternate John Ricci; and Alternate,
Jerry Hejtmanek

MEMBERS EXCUSED: George Savramis and Raymond Will;

ALSO PRESENT: David M. Holden, Planning Director
Lucy Tillman, Planner I

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I. APPROVAL OF MINUTES

A. April 15, 2004 meeting - accepted and approved unanimously.

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II. PUBLIC HEARINGS

A. The application of **Parade Office, LLC**, for property located at **195 Hanover Street** wherein Final Subdivision Approval is requested to subdivide one lot into three lots with the following: Lot 1 having a lot area of 28,515 ± s.f. and continuous street frontage off High Street and Hanover Street; Lot 2 having a lot area of 9,266 ± s.f. and continuous street frontage off Hanover Street; and Lot 3 having a lot area of 175,470 ± s.f. and continuous street frontage off Hanover Street, Maplewood Avenue and Deer Street; and lying in a zone where a minimum lot area of 1,000 s.f. and no continuous street frontage is required. Said property is shown on Assessor Plan 125 as Lot 1 and lies within a Central Business district.

Voted to **grant** Final Subdivision approval subject to the following stipulations:

1. That the applicant work with the City to identify parking requirements/credits for each lot and that these calculations be identified on the Final Plat Plan;
2. That the vehicular and building restriction easements be provided to the City for review/approval as to content and form, prior to their being recorded simultaneously with the Plat at the Registry;
3. That the Deer Street right-of-way be better defined on the subdivision plat so that it shows such particular features such as intersecting lot lines, curb cuts and a general orientation of what is existing on the northerly side of the right-of-way;
4. That the wording for the one way street be made clearer on the subdivision plat; and,

- 5. That when all of the aforementioned stipulations are satisfied that an application for Final Subdivision Approval shall be submitted in accord with the City’s Subdivision Regulations along with documentation that all boundary monuments have been set as required by the Department of Public Works.

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B. The application of **MacLeod Enterprises, Inc.**, for property located at **1390 Lafayette Road** where Preliminary and Final Subdivision Approval is requested to subdivide one lot into two lots with the following: Lot A having a lot area of 108,256 ± s.f. and continuous street frontage off Lafayette Road and Lot B having a lot area of 221,743 ± s.f. and continuous street frontage off Lafayette Road and Peverly Hill Road, and lying in a zone where a minimum lot area of 43,560 s.f. and 200’ of continuous street frontage is required. Said property is shown on Assessor Plan 252 as Lot 8 and lies within a General Business district.

voted to **grant Preliminary** Subdivision approval subject to the following stipulations:

- 1. That the Plat be amended to show the following:
 - Detailing for open space areas used to calculate conformance;
 - Curbing parameters, especially, for Lot A;
 - Signature block;
- 2. That the applicant either locate conforming parking sufficient for each use on the appropriate lot or secure approval for some other conforming mechanism, prior, to a request for Final Subdivision Approval;
- 3. That a parking plan be presented to the Board showing the proposed parking layout as part of a request for Final Subdivision Approval;
- 4. That a mechanism be presented to the Planning Department that ensures the timely demolition of a portion of the conference center [Lot B] and a non-conforming free standing structure [Lot A];
- 5. That efforts to preserve/relocate the free-standing neon sign be considered and offered to the Board for review and discussion as offered by the applicant’s representatives;
- 6. That a fence be constructed between this site and the property owned by Isabelle Champagne to be agreed upon by all parties and approved by the Planning Department; and,
- 7. That when all the aforementioned stipulations are satisfied that an application for Final Subdivision Approval be submitted along with documentation that all boundary monuments have been set as required by the Department of Public Works [Section V Requirements for Final Plat Number 13].

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C. The application of **Liberty Mutual Group**, for property located at **225 Borthwick Avenue** wherein a Conditional Use Permit is requested as allowed in Article VI, Section 10-608(B) of the *Zoning Ordinance* for the paving of an existing packed gravel service driveway and installation of an electrical conduit within an Inland Wetlands Protection District. Said property is shown on Assessor Plan 240 as Lot 1 and lies within an Office Research district.

Voted to **grant** Conditional Use Permit Approval subject to the following stipulation:

- 1) That the applicant provide an oil water separator in the existing catch basin.
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D. The application of **Liberty Mutual Group**, for property located at **225 Borthwick Avenue**, wherein site plan approval is requested to construct a building addition, installation of electric conduit, relocation of existing emergency generators, and installation of a screen fence, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 240 as Lot 01 and lies within an Office Research district.

Voted to **grant** Site Review Approval subject to the following stipulations:

- 1) That the utility crossing should be shown in detail on the Site Plan, and approved by DPW (a license to be obtained from PSNH), with appropriate legal language;
- 2) That monitoring wells be shown on the Site Plan and that the well at the NW side of the property be set in a flush box that's accessible for DPW to sample;
- 3) That the service going into the previously approved utility building be noted on the Site Plan as a fire service;
- 4) That the water lines be installed in accordance with City standards;
- 5) That details of the generator insulation be provided to DPW to assure wall containment and leak detention;
- 6) That the an inspection record of hydrant maintenance be submitted to the Water Department on an annul basis;
- 7) That if the electrical service is not owned by PSNH, DPW be afforded the opportunity to review the connections once again; and,
- 8) That updated easements be provided for review by the Planning Board.

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E. The application of **SGB & RGB Ventures, LLC**, for property located at **1800 Woodbury Avenue** wherein a Conditional Use Permit is requested as allowed in Article VI, Section 10-608(B) of the *Zoning Ordinance* to remove 3,191 ± s.f. of asphalt pavement and construct a 2,292 ± s.f. building and add 899 ± s.f. of landscaped area within an Inland Wetlands Protection District. Said property is shown on Assessor Plan 239 as Lot 7-3 and lies within a General Business district.

Voted to **grant** Conditional Use Permit Approval subject to the following stipulations:

- 1) That the applicant prepare a stormwater management plan to be reviewed and approved by the City Engineer;
- 2) That a drip edge be added to the perimeter of the roof line with an underdrain connecting to the basin;
- 3) That maintenance reports on the detention pond be provided to the Department of Public Works annually.

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F. The application of **Bayfield Development Company, Inc.**, for property located at **58 State Street**, wherein site plan approval is requested to construct a 3-story L-shaped addition totaling 1,297 ± s.f., with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 105 as Lot 12 and lies within the Central Business B district.

Voted to **grant** Site Review Approval subject to the following stipulations:

- 1) That the water and sewer service be connected from State Street, and by implication, the property would no longer offer services to the lot line to the rear and off of Court Street;

- 2) That the Site Plan depict the area of work that is under review by this Committee and that the title block reflect more properly the work that is being requested;
- 3) That details be provided on how to properly repair the street;
- 4) That the sidewalks must be brick and so noted on the Site Plan;
- 5) That the proposed gas services be noted on the Site Plan;
- 6) That the existing electric service be underground;
- 7) That a drainage easement burdening the back property and allowing the flow from the front property across the back property be prepared and reviewed and approved by the City Attorney;
- 8) That the gutter be repaired so when a separated drainage system is completed on State Street it can be converted and the stormwater will go into the drainage system;
- 9) That a fire service be installed which includes automatic notification of emergency services as well as a Knox box and a Master Box;
- 10) That parking calculations be determined through Lucy Tillman and noted on the Site Plan; and,
- 11) That the applicant will work with DPW on the sidewalk pattern.

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G. The application of **Aranosian Oil Company, Owner and Aranco Oil Company, Applicant**, for property located at **1166 Greenland Road**, wherein site plan approval is requested to construct a 3,588 s.f. convenience store, a 24' x 36' car wash and covered fueling islands for passenger vehicles and trucks, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 279 as Lots 1 & 2 and lies within an Industrial district.

Voted to **grant** Site Review Approval subject to the following stipulations:

- 1) That a landscaping plan be completed and approved by the Planning Department prior to the Planning Board meeting (completed);
- 2) That this matter be referred to the Traffic & Safety Committee to be heard at their next scheduled meeting (completed);
- 3) That a comparison of the existing traffic impact and the proposed traffic safety be provided to John Burke prior to the Traffic & Safety meeting, to include information on the queuing of the traffic light in both directions to give some idea of the adequacy of same;
- 4) That the Septic Plan be reviewed and approved by David Desfosses;
- 5) That the Site Plan be modified with a Y in the sewer system so that everything does not go into the grease trap; the sewer lateral needs to be adjusted to meet code;
- 6) That the applicant obtain state approval for the septic system;
- 7) That the bottom of the Jersey barriers shall be installed per the exhibit provided showing all details, including the elevations;
- 8) That the stormwater system be inspected and maintained in both May and September and those reports forwarded to the DPW;
- 9) That when the grades are revised, the applicant needs to make sure that the City has access to the stormwater system for maintenance purposes;
- 10) That an Easement regarding the right-of-way on City property be prepared for review and approval by the City Attorney and said easements will not preclude the City from access to the right-of-way and, if there was any servicing of the water or utilities, the applicant will restore the area to the condition prior to the disturbance;
- 11) That the Site Plan show the Portsmouth Well Head protection area;
- 12) That any construction within the Well Head Protection area should comply with the Aquifer Protection Guidelines that are on file;
- 13) That a note be added to the plan indicating that the car wash will recycle 100% of their water;

- 14) That the Applicant will provide to DPW the logs and data on the monitoring wells, their locations, sampling frequency, sampling constituents and the results of the last two samplings;
- 15) That all new underground storage tanks receive NHDES approval;
- 16) That the heating pad at the end of the car wash be shown on the Site Plan and the details added to the Detail Sheet;
- 17) That the height of the barrier must be sufficient to make contact with truck bumpers and that the maintenance of this height is a requirement of this Site Review;
- 18) That this application is subject to the applicant and the City resolving outstanding issues related to the use of the adjacent right-of-way [located along the property’s left yard] and that this matter will be presented to the City Council;
- 19) That pavement markings be shown on the plans including directional arrows at entrances and exits and within site to guide traffic circulation;
- 20) That the applicant ensure that water and/or ice will not be tracked from the proposed car wash facility into the public right-of-way by taking any and all preventative maintenance actions necessary;
- 21) That “No Parking Anytime” signs be posted behind or on the proposed Jersey barriers at proper intervals to ensure that trucks use designated parking spaces. These signs should be shown on the site plan;
- 22) That the City’s Department of Public Works request NHDOT post “No Parking” signs along Route 33 in the vicinity of the site;
- 23) That the applicant extend the length of the dedicated left-turn lane on Route 33 and modify signal timing as deemed necessary by the NHDOT;
- 24) That the dumpster be set on a 6” concrete pad;
- 25) That grade calculations for proposed catch basin #2 be provided to determine the capacity;
- 26) That rip rap size calculations at the outlet of the oil/water separator be added to the site plan;
- 27) That the type of PCV being used on proposed catch basin #1 be identified on the site plan;
- 28) That emergency overflows be added to the Site Plan for the wet detention area;
- 29) That note #9 on the Site Plan be changed to “Twice a Year”;
- 30) That the crushed gravel be specified on the paving detail and be based on NHDOT requirements; and,
- 31) That a Lighting Plan be provided for review and approval by the Planning Department and to be signed off by Kenneth Smith.

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III. CITY COUNCIL REFERRALS/REQUESTS

A. Request from Susan Dewhirst and Mark Nichols, on behalf of the United Way of the Greater Seacoast, requesting permission to install signs at the entrances to the City;

Voted to recommend **approval** for signs to be located along the right-of-way of each of the following corridors: Market Street, Middle Road, Woodbury Avenue and Maplewood Avenue with the following recommendations:

- That the Council approve the placement of a marking sign following the submission of a recommendation from the Planning Board [this process is in place];
- That a standard sign blank should be used for all such recommended/approved requests with this determination to be made by the Department of Public Works;

- That such signs should be consolidated in centralized locations so that more than one sign can be displayed in a grouping [and others can be added/replaced as needed to the group];
- That a model of a sign grouping be prepared and shared with the Traffic Safety Committee;
- That the location/model of these sign groups should be considered and recommended to the Council by the Department of Public Works/Traffic Safety Committee;
- That as time permits and as the Council directs that all such marking signs should be located or relocated within a sign group.

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B. Council Referral – Request to Rezone Property Identified as the Portsmouth Business Center

Voted to recommend **acceptance** of this request. The Planning Department will prepare a Rezoning Matrix for review at a Public Meeting at the Planning Board’s next regularly scheduled meeting.
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C. Request to Purchase City-Owned Property Located off Barberry Lane

Voted to **deny** this request in order to keep it within the City confines for a three year period.
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IV. PUBLIC MEETINGS

A. A public meeting is scheduled in order to solicit public comment on a proposal to construct an addition to an existing pier on property located at **67 Ridges Court**. The purpose of this meeting is to assist the Planning Board in preparing a recommendation to the City Council pursuant to RSA 482-A:3 (XIII). (**This matter was tabled at the April 15, 2004 Planning Board Meeting**)

Tabled at the request of the applicant. To be rescheduled at the next Planning Board meeting scheduled for June 17, 2004.
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B. Request from City Council for a report regarding the feasibility of placing a Memorial honoring Martin Luther King at the site located between Dutton Avenue and Scott Avenue, bound by Wright Avenue and the approach to the Memorial Bridge.

Voted to work with the Martin Luther King Committee to further discuss this matter and to schedule a site walk.
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VII. OLD BUSINESS

A. 86 Islington Street – Site Plan Revision
Plan was modified by eliminating a handicapped elevator and adding more green space.
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V. ADJOURNMENT was had at approximately 10:15 p.m.
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This Action Sheet was prepared by Jane M. Shouse, Administrative Assistant in the Planning Department.