

**ACTION SHEET
SITE REVIEW TECHNICAL ADVISORY COMMITTEE**

2:00 P.M.

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

OCTOBER 3, 2006

MEMBERS PRESENT: David Holden, Director, Planning Department, Chairman; David Allen, Deputy Public Works Director; Peter Britz, Environmental Planner; David Desfosses, Engineering Technician; Tom Cravens, Engineering Technician; Steve Griswold, Deputy Fire Chief; and Len DiSesa, Deputy Police Chief

ALSO PRESENT: n/a

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I. OLD BUSINESS

A. The application of **Moray, LLC, Owner**, for property located at **235 Commerce Way**, wherein Site Review approval is requested to construct a 25,666 ± s.f. 3-story office building, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 216 as Lot 1-8B and lies within the Office Research/ Mariner's Village district. (This application was tabled at the September 5, 2006 Technical Advisory Committee Meeting)

Voted to **table** this application to the next regularly scheduled TAC hearing on Tuesday, October 31, 2006.

Outstanding Stipulations from the July 5, 2006 Technical Advisory Committee Meeting:

- 1) That the landscaping area between the lots be shown in more detail and that a fence detail for this area be provided in the detail sheet;
- 2) That the sidewalk detail be approved as to content and form by DPW and that will be refined further by the Agreement with the City;
- 3) That the applicant meet with the Legal Department and the Planning Department to complete a proposal for constructing the sidewalks along the length of Commerce Way in two phases, detailing how contributions or funds shall be set aside for this process;
- 4) That the meeting with the City also include any outstanding issues that may be brought to the City's attention, such as street ownership and the undergrounding of utilities;
- 5) That the proposed alignment of the driveways of this site and the hotel site across the street shall be reviewed by the Traffic & Safety Committee and a report shall be provided to the Committee;
- 6) That the City will work with the applicant on the issue of drainage from snow melting on the site;
- 7) That the applicant shall prepare an updated drainage report;
- 8) That a stop bar and a stop sign be added to the site for egress;

- 9) That the Stop Sign detail be revised to show a minimum of 7' from the bottom of the stop sign to the ground;
- 10) That the islands be increased in size to allow for increased landscaping;
- 11) That any damage to the roadway as a result of construction of this project shall be repaired to City specifications.

Additional stipulations from the October 3, 2006 Technical Advisory Committee Meeting:

- 12) That testing should be done on all proposed underground detention areas;
- 13) That all underground stormwater piping systems should be connected in the detention areas;
- 14) That the trees in the back of the building near the water and utility services should be eliminated and replaced with other landscaping;
- 15) That there should be a street curbing detail, and the curbing should end directly across the street from where it ended on the hotel site;
- 16) That any portion of Portsmouth Boulevard that is destroyed or damaged during construction shall be repaired by the contractor and that should be so noted on the Site Plans by whatever method is chosen by DPW;
- 17) That the stop bar on Commerce Way needs to be straightened on the Site Plan;
- 18) That the stop sign detail should be amended to show the sign no further than 6' from the road;
- 19) That the lights shall be adjusted so as not to shine on adjacent lots; and
- 20) That the Site Plan should include the entire lot, showing specifically how the open space will be handled.

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II. NEW BUSINESS

A. The application of **The Society for the Protection of New Hampshire Forests, Owner**, for property located at **400 Little Harbor Road**, wherein Site Review approval is requested to widen an access driveway and provide public parking, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 203 as Lot 8 and lies within a Rural Residential district.

Voted to **recommend approval** of this application with the following stipulations:

- 1) That the driveway into the parking lot shall go to the top of the hill and should be paved;
 - 2) That another riprap stone filter strip be added on the southerly side;
 - 3) That the temporary road shall be a permanent road;
 - 4) That the pull outs shall be flared out rather than 90 degrees;
 - 5) That a report from the Director of Public Works be submitted for the Planning Board meeting on October 19, 2006;
 - 6) That a note be added to the Site Plan indicating that the maintenance and plowing of the road is not a public responsibility;
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B. The application of **Portsmouth Hospital Office Building Association, Owner**, for property located at **330 Borthwick Avenue (Jackson Gray Medical Office Building)**, wherein Site Review approval is requested to expand an existing asphalt parking lot by 50 parking spaces into a vacant wooded area, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 240 as Lot 2-2 and lies within an Office Research district.

Voted to **recommend approval** of this application with the following stipulations:

- 1) That all existing sewer easements be shown on the Site Plans;
- 2) That snorkel hoods be installed on all existing and proposed catch basins;
- 3) That the sidewalk on Borthwick Avenue be extended in front of this site, at the expense of the applicant, the exact location of which to be determined by David Desfosses and Deborah Finnigan;
- 4) That all proposed lighting shall be Dark Sky Friendly and shall not extend over the property line;
- 5) That the applicant shall meet with DPW, pending the review of a condition assessment being done on that section of sewer line, to coordinate work in the area if replacement is needed;
- 6) That a maintenance schedule for the catch basins shall be prepared on a schedule to be determined by DPW and said reports shall be filed with DPW for their review;
- 7) That the Site Plans reflect that this is in a Wellhead Protection Area and all work shall follow the Water Protection Guidelines due to the proximity to a City well;
- 8) That the applicant shall work with the City Water Department relative to the installation of two monitoring wells on the site;
- 9) That the applicant plant a native conservation seed mix, rather than Kentucky blue grass, and shrubs in the wetland fill area;
- 10) That all State and Federal permits shall be obtained;

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C. The application of **Tain Properties, LLC, Owner**, for property located at **215 Commerce Way**, wherein amended Site Review approval is requested to re-stripe an existing parking area and add a paved aisle to the abutting parcel, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 216 as Lot 1-8A and lies within an Office Research/ Mariner’s Village district.

Voted to **table** this application to the next regularly scheduled TAC hearing on Tuesday, October 31, 2006.

- 1) That the connector road needs to have signs at both ends;
- 2) That the applicant shall prepare Access Easements for both properties, to be approved for content and form by the City Attorney;
- 3) That two pedestrian pathways be installed between the two properties;
- 4) That all existing catch basins be reviewed and any that can be retrofitted with snorkel hoods shall be provided;
- 5) That the lights shall be adjusted so that they shine as close to the property line as possible;

- 6) That the applicant meet with the Legal Department and the Planning Department to complete a proposal for constructing the sidewalks along the length of Commerce Way in two phases, detailing how contributions or funds shall be set aside for this process;
- 7) That the Landscape Plan be reviewed and approved by Lucy Tillman of the Planning Department, to include a review of the small parking islands;
- 8) That a detail be added to the Site Plans regarding the sloped granite curbing on the driveway entrance;
- 9) That a stop sign and stop bar be added at the exit;

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III. **ADJOURNMENT** was had at approximately 3:40 p.m.

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Respectfully submitted,

Jane M. Shouse,
Administrative Assistant
Planning Department