

MINUTES OF MEETING
SITE REVIEW TECHNICAL ADVISORY COMMITTEE

2:00 P.M.

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

OCTOBER 31, 2006

MEMBERS PRESENT: David Holden, Director, Planning Department, Chairman; Peter Britz, Environmental Planner; David Desfosses, Engineering Technician; Tom Cravens, Engineering Technician; Debbie Finnigan, Traffic Engineer; and Steve Griswold, Deputy Fire Chief.

ALSO PRESENT: Lucy Tillman, Chief Planner

.....
I. OLD BUSINESS

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 October 3, 2006 Technical Advisory Committee Meeting)

The Chair read the notice into the record.

Ms. Finnigan made a motion to take the application off of the table. Mr. Cravens seconded the motion. The motion to take the application off of the table passed unanimously.

SPEAKING TO THE APPLICATION:

Mr. Moulton spoke for the applicant. As everyone on the Committee was reasonably familiar with this project, he started by reviewing the 20 stipulations from the previous TAC 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;

They have refined the landscaped area between the two lots and have shown a detail for the driveway. Pending further refinements or discussions, he felt this was addressed.

- 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;

The eventual disposition of Commerce Way remains to be addressed by the applicant and Mr. Moulton was not aware of any further action on this. Mr. Holden confirmed it should remain outstanding.

- 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;

Same as #2.

- 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;

Same as #2.

- 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;

They are scheduled for the December Traffic & Safety Committee meeting.

- 6) That the City will work with the applicant on the issue of drainage from snow melting on the site;

This goes into a general discussion about stormwater that Mr. Moulton discussed later in his presentation.

- 7) That the applicant shall prepare an updated drainage report;

This report was prepared and submitted for review.

- 8) That a stop bar and a stop sign be added to the site for egress;

This was done and is shown on the Site Plans and Detail Sheet.

- 9) That the Stop Sign detail be revised to show a minimum of 7' from the bottom of the stop sign to the ground;

This was done and the Detail Sheet was revised.

- 10) That the islands be increased in size to allow for increased landscaping;

Mr. Moulton indicated that they did maximize the size of the landscaped islands while balancing the needs of the project for parking. They put as much green space in as they could without compromising their parking spaces.

- 11) That any damage to the roadway as a result of construction of this project shall be repaired to City specifications.

A note to that effect was added to the Detail sheets and also on the Site Plan.

- 12) That testing should be done on all proposed underground detention areas;

Mr. Moulton indicated he would discuss this later in his presentation.

13) That all underground stormwater piping systems should be connected in the detention areas;

Mr. Moulton indicated he would discuss this later in his presentation.

14) That the trees in the back of the building near the water and utility services should be eliminated and replaced with other landscaping;

That referred to the entrances and the trees were eliminated and small plants were substituted.

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;

Mr. Moulton believed a detail and notes were added to the plans.

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;

Mr. Moulton felt that was a duplicate of #11 so that has been addressed by previous comment.

17) That the stop bar on Commerce Way needs to be straightened on the Site Plan;

This was done and is shown on the Site Plans.

18) That the stop sign detail should be amended to show the sign no further than 6' from the road;

This was done and is shown on the Site Plans.

19) That the lights shall be adjusted so as not to shine on adjacent lots;

They made sure that each property can independently control their lighting.

20) That the Site Plan should include the entire lot, showing specifically how the open space will be handled.

They extended the plans to show an Existing Features plan and they show open space calculations.

Mr. Holden summarized that the following stipulations can be eliminated: 1, 8, 9, 11, 14, 15, 16, 17, 18, 19, & 20. All other stipulations shall continue for the time being.

Mr. Moulton spoke to the drainage. They performed the test pits which were done by an excavator. They ranged in depth from 2' – 6'. Each one was logged in terms of water table and make up of the soils. They discovered the seasonal high water table was unexpectedly higher than they thought it would be. Some heights were higher than the proposed storage. This was surprising in light of the fact that the bottom of the beds are almost level with the heights of the adjacent lot to the north. In light of this they request that this application be tabled to the next public hearing so they can further define the storage system in cooperation and consultation with City staff. The high water table is a mark in the

soil that is left from high water. There are times during the year where water does reach that level in sufficient quantities to be traced. He felt it might be wise to look at another option for drainage. The previous subsurface detention system would have the same problem.

Mr. Cravens referred to the irrigation system and indicated that he would like 6" of loam. Mr. Moulton confirmed that the landscape notes reflect that on the plans.

Deputy Fire Chief Griswold asked about the status of the sidewalk issues and if there had been any movement? Mr. Holden stated that discussions still need to occur. The City expects to have the sidewalks brought up to City specifications and that sidewalks will be installed.

Mr. Holden recommended that this be tabled subject to requirements 2,3,4,7,12,13 and other discussion as appropriate. Mr. Desfosses made that motion. He stated that he would like to see them deal with this next time. It was not appropriate to deal with this until the roadway items are dealt with. Mr. Moulton stated he could be prepared from an engineering standpoint at the next hearing. He would like a sense from the Committee whether the application has any chance of going forward without the roadway issues being addressed. Mr. Holden felt that was up to Mr. Moulton's client.

The Chair asked if there was anyone else wishing to speak to, for or against the application. Seeing no one rise, the Chair declared the Public Hearing closed.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Desfosses made a motion to table this matter to the December 5th meeting with the remaining conditions. Mr. Britz seconded the motion.

The motion to table to the December 5th meeting passed unanimously with the following stipulations:

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

- 1) 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;
- 2) 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;
- 3) 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;
- 4) 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;
- 5) That the City will work with the applicant on the issue of drainage from snow melting on the site;
- 6) That the applicant shall prepare an updated drainage report;
- 7) That the islands be increased in size to allow for increased landscaping;

Stipulations from the October 3, 2006 Technical Advisory Committee Meeting:

- 8) That testing should be done on all proposed underground detention areas; and
- 9) That all underground stormwater piping systems should be connected in the detention areas;

.....
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. (This application was tabled at the October 3, 2006 Technical Advisory Committee Meeting)

The Chair read the notice into the record.

Deputy Fire Chief Griswold made a motion to take the application off of the table. Mr. Desfosses seconded the motion. The motion to take the application off of the table passed unanimously.

SPEAKING TO THE APPLICATION:

Dennis Moulton, of AMES MSC, appeared on behalf of the applicant. This is the property immediately north of the previous application. At the October 3rd TAC hearing there were 9 stipulations and he believed they addressed a number of those as follows:

- 1) That the connector road needs to have signs at both ends;

Signs were added and this is done.

- 2) That the applicant shall prepare Access Easements for both properties, to be approved for content and form by the City Attorney;

When they started thinking about the access easements they wondered what they were for and he is looking for more direction on that. The purpose of the driveway is if for overflow parking from the adjacent lot if the need arises. Mr. Desfosses indicated it was because someone decided to put an access drive between the two properties. They currently are in common ownership but, in the future, if there are two separate owners, they will need the easement. Mr. Moulton felt it should be a more general easement rather than a specific easement to be shown on the plan. Mr. Desfosses agreed with that. Mr. Holden suggested that the applicant propose what they think is appropriate and it will be reviewed by the City Attorney. He felt it was because they are showing the driveway. Mr. Holden would prefer to just see the driveway eliminated but he doesn't see that happening. He is assuming that they have too much parking demand on one lot.

- 3) That two pedestrian pathways be installed between the two properties;

There are two stairways leading from one lot to the other so this is done.

- 4) That all existing catch basins be reviewed and any that can be retrofitted with snorkel hoods shall be provided;

They took a look at the catch basins and they are of concrete/brick construction. The other problem is that the 8" corrugated metal pipes are in some cases right up against the 12" thick covers. To put the hoods on they would have to cut off the flange that goes across the top. But it is possible to put them on. Mr. Desfosses thought that sounded good.

- 5) That the lights shall be adjusted so that they shine as close to the property line as possible;

Mr. Holden confirmed that the wording wasn't correct but they have resolved that issue.

- 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;

The sidewalks are the item that need to be addressed by the applicant with the City and Mr. Moulton will encourage them to do so.

- 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;

They did show some additional landscaping and will be happy to consult further with Lucy Tillman on their changes. Mr. Holden asked if the islands changed at all? Mr. Moulton stated they are new islands. Since they are reconfiguring the parking, they felt it would be better to make them conform to current standards. It is a delicate balance of how much you can use for landscaping vs. parking spaces.

- 8) That a detail be added to the Site Plans regarding the sloped granite curbing on the driveway entrance;

That detail was added.

- 9) That a stop sign and stop bar be added at the exit;

That was added in accordance with the previous application.

Mr. Holden confirmed that stipulations 2,4,6,7 remain outstanding. He went on to state that they cannot go forward with this application as there is no agreement with the City regarding the sidewalk issue. Mr. Moulton agreed he did not see this application going forward without that and he would request that this be tabled to December 5th.

Mr. Desfosses made a motion to table to December 5, 2006. Mr. Britz seconded the motion.

Mr. Desfosses clarified the stipulation regarding lighting. He requested that Stipulation #5 be stricken and replaced with a new stipulation that all lighting on the site shall be Dark Sky Friendly.

Ms. Finnigan asked if the pedestrian pathways need to be ADA compliant? Mr. Moulton did not believe so since the accessible parking is from the lower level so he did not see the need for the path to be ADA compliant. Mr. Holden requested that this be clarified by the applicant.

Ms. Finnigan asked whether the driveway closest to 195 Commerce Way is closed off, on Sheet 2 of 5. Mr. Moulton confirmed that was an existing driveway. Ms. Finnigan stated that the second driveway needs a stop sign and stop bar as well and that should be an additional stipulation.

The Chair suggested that Mr. Moulton consult with his client, Michael Kane, on the issue of Commerce Way disposition. Mr. Moulton confirmed that Mr. Kane informed him there is an ongoing

process with the City, documents are being drafted and there will be significant progress by the next meeting. This issue may not be resolved but it should be to a point where they can move forward with the application.

Mr. Holden asked Mr. Moulton if it would be helpful if they had City staff available to meet with them regarding the drainage situation? Mr. Moulton thought that would be helpful. Mr. Holden indicated he would coordinate that for Mr. Moulton.

The motion to table until the December 5, 2006 TAC meeting passed unanimously, with the following stipulations:

Stipulations from the October 3, 2006 Technical Advisory Committee Meeting:

- 10) That the applicant shall prepare Access Easements for both properties, to be approved for content and form by the City Attorney;
- 11) That all existing catch basins be reviewed and any that can be retrofitted with snorkel hoods shall be provided;
- 12) 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;
- 13) That the Landscape Plan be reviewed and approved by Lucy Tillman of the Planning Department, to include a review of the small parking islands;

Stipulations from the October 31, 2006 Technical Advisory Committee Meeting:

- 14) That all lighting on the site shall be Dark Sky Friendly;
- 15) That the applicant shall determine whether the pedestrian pathways are required to be ADA compliant; and
- 16) That a stop sign and stop bar shall be added to the second driveway;

.....

II. NEW BUSINESS

A. The application of **Temple Israel, Owner**, for property located at **170 and 200 State Street**, wherein Site Review approval is requested to construct a 15'± x 8'± s.f. elevator enclosure and a 525± s.f. irregularly shaped entryway at the rear of the existing structure, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 107 as Lots 65, 66 and 75 and lies within the Central Business B, Historic District A and the Downtown Overlay Districts.

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Dan Balfour, of Jones & Beach Engineers, Inc., presented. He stated that this was a pretty simple site related plan. All that was happening was the architecture was going to be a 600 s.f. entry and an elevator shaft. All they were doing site-wise is replacing the pavement, regrading and replacing some of the curb. He has met with Peter Rice on the Court Street improvements. Some drainage basins were separated out from the sewer system. They have also added an additional 6" PVC sewer stub to the property line off of Court Street, a 6" fire service and a drainage stub in case they run into other

issues. Currently there are two parking areas, separated by a bituminous paved 2-1 slope which they are replacing with a retaining structure. With the actual parking areas, they will mill it down and repave it.

Mr. Cravens noted they were showing a domestic service coming in the building from State Street and an existing 4" domestic coming off of Court Street. Mr. Balfour stated there are actually two separate services. The plans show, in the back, there is a sewer service that looks like it is a water shut off but is actually a sewer service. The catch basin actually ties into the service. Mr. Cravens stated that the Court Street side shows a 6" fire service and it says "existing 4" domestic service". Mr. Balfour indicated that in the last week they discovered there is not a 4" domestic service off of Court Street. Mr. Cravens asked if that was proposed and Mr. Balfour confirmed that it was not.

Mr. Cravens referred to Note 8 under the utilities notes and he asked for an explanation regarding the reference to condominium documents. Mr. Balfour explained that note was overlooked and is not appropriate. It will be removed. Mr. Cravens also asked for clarification on Note #12. Mr. Balfour explained that is in case they run into a situation when they are installing and it will not happen and no additional manhole will be added. That can be removed as well. Mr. Cravens recommended that they add a note that indicates that the water lines shall be installed to City standards and that would cover a lot of items that they have discussed. Mr. Balfour confirmed that the water lines have already been installed by CMA and Gove. They just have to bring it in for the sprinkler. They also installed the sewer as well. Mr. Cravens also asked that Note #13 should be revised to say all water work shall be done in accordance to Portsmouth Water Division construction standards.

The Chair asked if there was anyone else wishing to speak to, for or against the application. Seeing no one rise, the Chair declared the Public Hearing closed.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Cravens made a motion to recommend approval with stipulations. Deputy Fire Chief Griswold seconded the motion.

Mr. Cravens requested that Utility Note 8 be removed from the Site Plans. Utility Note 13 should be revised to read that all water work shall be constructed in accordance with the Portsmouth Water Division standards. He requested that they delete the existing 4" domestic service on Court Street as it does not exist.

Deputy Fire Chief Griswold commented on Note 18 regarding the sprinkler installation and requested that they add NFPA 13 to the list of codes as NFPA is the sprinkler system design and installation code. Also, he asked that all buildings with sprinklers shall require automatic notification of emergency forces, per City Ordinance.

Mr. Holden asked them to explain where the proposed driveways will be when this is done. Mr. Balfour stated they will be the same exact driveways that are currently there. There will be one on State, one on Washington Street, one on Court Street and the parking is accessed directly to Court Street. Mr. Holden asked if they were proposing anything for vehicle stops? Mr. Balfour stated it was all vertical granite curb and it will remain unchanged. Mr. Holden asked if the parking conforms to the dimensions of the Zoning Ordinance? Mr. Balfour confirmed that it does. Mr. Holden asked if they are proposing to consolidate the lots? Mr. Balfour believed that was the case. Mr. Holden stated they would make that a condition that prior to the issuance of a building permit the lots shall be consolidated.

Mr. Holden noted on the plans that Court Street will be a double yellow line. Mr. Desfosses did not believe they are striping Court Street and that was an existing condition.

Mr. Holden asked if any new light poles were proposed? Mr. Balfour confirmed there were two poles to be located off of Washington Street and they will be on their property. Mr. Holden confirmed that all utilities to the site shall be underground and all new site lighting needs to be Dark Sky Friendly and that will be a stipulation.

Mr. Desfosses requested that a cut sheet on the lights be submitted to DPW and the Planning Department for approval.

Mr. Holden asked if the landscaping will stay the same? Mr. Balfour felt it would remain pretty much the same.

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

- 1) That Utility Note 8 shall be removed from the Site Plans;
- 2) That Utility Note 13 shall be revised to read that all water work shall be constructed in accordance with the Portsmouth Water Division standards;
- 3) That the existing 4" domestic service on Court street shall be deleted from the Site Plans as it does not exist;
- 4) That Note 18 on the Site Plans regarding sprinkler installation should include NFPA 13 as that is the sprinkler system design and installation code;
- 5) That all buildings with sprinklers shall require automatic notification of emergency forces, per Portsmouth City Ordinances;
- 6) That the two lots shall be consolidated prior to the issuance of a building permit; and
- 7) That all new site lighting shall be Dark Sky Friendly and cut sheets shall be provided to DPW and the Planning Department for review and approval;

.....

B. The application of **Strawbery Banke, Inc., Owner**, for property located on **Washington Street**, wherein Site Review approval is requested to construct an irregularly shaped 5,500± s.f. 2-story building, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 108 as Lot 2 and lies within the Mixed Residential Office District and Historic District A.

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Jeff Clifford, of Altus Engineering was present along with Larry Yerdon and Rodney Roland from Strawbery Banke and Nick Issak from JSA Architects. Mr. Clifford indicated that after their Pre-TAC meeting that morning they made changes to their plans and he handed out revised copies to the Committee. He indicated that this is a 5500 s.f. collections building and is 30' x 80' with an L off of the building. It will be sprinkled and there are several features that they will keep historic.

Regarding the water service, they moved it over 1" so it gets into the proper room. The sewer was corrected to read backwater where it said backflow. They also added on the 3rd sheet a detail of the back water valve. Basically the whole 4" piece that has the flapper on it is all within a 6" riser. They are using that on City projects as well. The gas service was moved slightly so it is parallel with the new underground telephone and electric. They put the two risers that are on the pole on the side of the poles so that don't interfere with the fences on the side of the street. There is foundation insulation and they spoke to Suzanne Woodland who gave them a format for an easement which can't be completed until after their approval. They show the right of way on the plan. They will try to pull back the insulation that is 6' wide but they are limited by going down only 2' with their excavation as any lower

creates archeological issues for them. They relabeled the sidewalk that it is by the City and not by the applicant however the little walkway is part of their project. They are not proposing any lighting.

The Chair asked if there was anyone else wishing to speak to, for or against the application. Seeing no one rise, the Chair declared the Public Hearing closed.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Desfosses made a motion to approve with stipulations. Ms. Finnigan seconded the motion.

Mr. Desfosses noted that on the first page of the Site Plans it indicates that the fence is 3'wide but it should read 3'high. He also made a stipulation that the applicant shall seek an easement and/or license from the City Council to install the insulation for the foundation. Mr. Holden also added a stipulation that TAC recommended that this easement and/or license be granted.

Deputy Fire Chief Griswold stated that the City Ordinance requires the automatic notification of emergency forces in the event of a sprinkler activation and also a knox box on the building.

Mr. Desfosses asked how they will be handling the installation of the new drain manhole and stub? Mr. Clifford stated that was not part of this application but was part of negotiations with the City. They will discuss that installation with Peter Rice. Mr. Desfosses made a stipulation that Strawberry Banke will be responsible for paying for the installation of the new drain manhole that is required for their on site drainage as well as their drainage stub which they are asking to be installed.

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

- 1) That the applicant shall seek an easement and/or license from the City Council to install the insulation for the foundation;
- 2) That this Committee recommends that the easement and/or license be granted;
- 3) That automatic notification of emergency forces and a knox box shall be installed; and
- 4) That Strawberry Banke shall be responsible for paying for the installation of the new drain manhole that is required for their on-site drainage as well as their drainage stub which they are asking to be installed.

.....

C. 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, LLC, Applicant**, for property located at **100 International Drive**, wherein site plan approval is requested for the construction of a 17,485 ± s.f. (footprint) 3-story addition to an existing office building, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 306 as Lot 0007 and lies within an Industrial District.

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Jennifer Viarengo from Appledore Engineering presented for the applicant. She indicated they are proposing to add a 17,000 s.f. 3-story expansion to the rear of the existing building. She reminded the Committee that a few years back they were present requesting an addition. They show how the parking will be configured to support the new building. They show the sewer hook up, connecting into the existing sewer line and as part of this project they will construct a pump station to get the sewerage

across the street. The water will be relocated so it is not underneath the building. The electric and other utilities will work the same way. They will have the same landscaping scenario as the rest of the building. They have provided loading areas and concrete walkways all the way around. The existing detention basin from the first time was sized for this expansion so there is no need for any modification. They are relocating some catch basins because of the reconfiguration of the parking islands but all will be connected to the existing detention basin.

The Chair asked if there was anyone else wishing to speak to, for or against the application. Seeing no one rise, the Chair declared the Public Hearing closed.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Desfosses indicated they had a conversation regarding some issues, including sewer, loam & seed, and stormwater stabilization, and he asked her to review those with the Committee. Ms. Viarengo indicated that the pump station is a necessity as they cannot get to the other side of the street without it. There is a system that is not working properly and this is their best solution. The Utility Plan shows this and the detail sheet shows what the pump station will look like. Mr. Desfosses didn't see any back up power for the building. Ms. Viarengo confirmed there was no backup power for the building. They do have 3.2 hours of storage capacity in the wet well itself. They feel that is adequate as they are providing the quick connect. They are using a very conservative flow of 13 gallons per day per person into this. Mr. Desfosses asked where the 13 gallons per day figure came from? Ms. Viarengo believed the figure came from the Capanetti "Blue Book" and their sewage studies. Mr. Desfosses indicated it is a requirement of the sewer to comply with 6 hours. Ms. Viarengo indicated they do have 6 hours based on another 2200 gallon tank that would be a much more preferred option rather than a full generator for this type of use. Mr. Desfosses indicated that was fine.

Mr. Desfosses asked her to address erosion control, loam and seed and the lack thereof for years on end. Ms. Viarengo indicated there were two areas that they discussed. The detention area is completely stabilized at the bottom. There is some water in it and there is vegetation and it is working. The area up front will be loamed and seeded at the completion of this job as that area will be their staging area. Mr. Holden asked why didn't they loam and seed at the end of their last project? Dan Plummer, of Two International Group, indicated it was their intention to go forward with the expansion so they didn't think it was necessary. Maria Stowell, of the PDA, added that they have not closed out the project and they are still holding some of their bond. Ms. Desfosses stated that they do not want to set a precedent by ever doing it again.

Mr. Desfosses asked them to address the sidewalks. Ms. Viarengo stated the sidewalks were in front of the area. Mr. Desfosses indicated that at the time they were required to build a sidewalk along the entire frontage. Ms. Viarengo agreed that was her understanding as well and they were bonded for that. Ms. Stowell agreed this should be part of this project. Mr. Desfosses felt that the plans should indicated that the additional sidewalk should be constructed. He does see them doing the connection out to the street. Ms. Viarengo believed the fire hydrant has been completed? Mr. Plummer explained that they dropped the grade around it. Mr. Desfosses indicated that would be good for awhile.

Mr. Cravens asked about in front on International Drive in the green area, there was a WSO water shut off but they show their water service coming off to the right. He asked what is a WSO? Ms. Viarengo indicated that the water line comes down through the side of the building. She felt maybe that was a stray symbol or possibly something that was mislabeled. Mr. Cravens asked them to clarify that.

Mr. Craven asked about the existing fire service line and asked whether it was originally sized for both buildings? Ms. Viarengo indicated that was her understanding. Mr. Cravens asked about domestic too? Ms. Viarengo indicated that was also originally sized for the expansion.

Mr. Britz asked if the detention pond was functioning properly now and what was their maintenance on it? Ms. Viarengo stated that, from her observation, there is water in it and water is going out and it appears to be functioning. Mr. Britz asked if the water quality swale was getting choked at all or getting filled up with vegetation? Ms. Viarengo stated that the vegetation is growing and there are no exposed areas. Mr. Britz asked about their maintenance schedule? Ms. Viarengo believed there was one. Mr. Holden asked her to ask her client whether they have maintained it over the period? Mr. Plummer indicated that he does not know. Ms. Viarengo stated she will follow up on that. Mr. Britz stated that he wants to make sure it will handle the new flow to it. Ms. Viarengo confirmed that the intent of the design was for the full build out.

Ms. Finnigan indicated that the note on C-3 pointing to the construction of a 6' tip down ramp was probably not pointing correctly. Ms. Viarengo stated the ramp was adjacent to 3 handicapped parking spaces. It will be a flush portion, coming down to a flush area. The ramp will start at the first handicapped space to the last one. Ms. Finnigan asked about curb stops? Ms. Viarengo stated none were intended. Ms. Finnigan asked that they be installed. She asked about the island to the right of the arrow and whether it was supposed to look like that? Ms. Viarengo confirmed that was what it was supposed to look like, the way it is graded, and they need to not use that area as something that is going to hold water and that was their intent. Ms. Finnigan asked about the exit from the site and what "SG1" was? Ms. Viarengo stated at the main entrance to the site, SG1 is an existing stop sign. Ms. Finnigan requested a stop bar and stop line.

Mr. Holden asked Maria about traffic impacts and whether the condition for the traffic has been met for the original project. Ms. Stowell confirmed it has and they have done what was asked. Mr. Holden asked if the original agreement covered this expansion was this separate? Ms. Stowell indicated this project will modify the original agreement. Mr. Holden felt it would be appropriate to add a stipulation for the City to work with Ms. Stowell and the DPA to assess the proper traffic impact allocation and that Ms. Finnigan will work with them.

Mr. Holden stated that the project has been up and running for a couple of years so the catch basins, man holes and parking lot should have been swept on an annual basis. Do they have any records of that being done? Ms. Viarengo was unaware of any records. Mr. Plummer confirmed that it has been done one time and they have only been open for one year. The last tenant just moved in two months ago. Ms. Viarengo confirmed that there was no sand in the corners of the lot which would indicate that it had been swept.

Mr. Desfosses made a motion to recommend approval with stipulations. Ms. Finnigan seconded the motion.

Mr. Desfosses made a stipulation that the entire site, excluding the wooded and wetland areas, should have 4" of loam and seed added to the site. Also that the sewer pump station shall provide six hours of storage space. That the concrete sidewalk that was started in Phase I shall be continued to extend to the property lines in both directions. That finished pavement shall be provided to the entire site and the entire site shall be re-stripped, with stop bars and stop lines added where appropriate.

Mr. Cravens asked that the plans indicate that the applicant shall follow the Portsmouth Aquafur Protection Guidelines and that the WSO symbol in the front of the building on the plans be clarified. He also asked that it go on the record that the fire and domestic water services were sized originally to include this addition and that should be noted.

Mr. Britz asked about the detail on the silt fence but doesn't see where it says it will be removed after the site is stabilized. Mr. Desfosses also recommended that they do a site walk to look at the swale and detention basin to make sure they are in good working order, and that should be done prior to the release of the bond. Ms. Viarengo felt it would be better to wait until spring to see everything up and growing.

Deputy Fire Chief Griswold felt it appeared that the new construction will force the relocation of the fire alarm box and the knox box. He asked that they relocate it to an appropriate spot and coordinate with the Portsmouth Fire Alarm Division.

Ms. Finnigan asked that the tip downs for the handicapped ramp be appropriately labeled. She also requested that they add a stop sign and stop line if they do not exist. In the locations where there are crosswalks coming in from International Drive to the building, are there existing tip downs there or are they proposed? Mr. Viarengo stated they were all proposed. Mr. Desfosses confirmed they were all proposed as they did not finish them in Phase I. Miss Finnigan requested they be labeled. They also need ADA tip downs and crosswalks at existing sidewalks at the egress of the site.

Mr. Holden asked that the City and the PDA staff work on calculating the appropriate traffic dollar contribution from the applicant. Also, that documentation shall be provided to the Planning Board at their meeting on the maintenance schedule that has been followed on the existing site and also show a proposed maintenance schedule on the Site Plan, as outlined in the drainage report on the unnumbered page which is the last page before Appendix A.

Mr. Britz noted they are maintaining a 50' setback to the wetlands and he is assuming the PDA is okay with that? Ms. Stowell confirmed that what they show conforms with the Gove plan. Mr. Britz noted the riprap that was shown. Ms. Stowell confirmed that was existing and not new.

Mr. Desfosses asked about the sidewalk that used to go through to the Portsmouth Herald site which is still existing on this site. Do they plan to leave it or remove it? It's in the wetland area. It doesn't go anywhere but is now a manmade feature in the middle of a wetland protected area. Mr. Britz confirmed they would need a wetland permit to remove it and he felt it should be removed. Mr. Holden recommended that the PDA consider the removal of it. He agreed with Mr. Britz that it makes sense to get it out of there.

Ms. Finnigan asked about armored tiles on the tip downs. Mr. Desfosses confirmed those are only being required on street applications.

Mr. Holden asked if they were all set with the hydrants. Mr. Desfosses indicated that the applicant indicated that he lowered the grade around the hydrant but he had not seen it. Mr. Desfosses stated that was okay.

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

- 1) That the entire site, excluding the wooded and wetland areas, shall have at least 4" of loam and seed;
- 2) That the sewer pump station shall provide six hours of storage space;
- 3) That the concrete sidewalk that was started in Phase I shall be extended to the property lines in both directions;
- 4) That finished pavement shall be provided on the entire site and the pavement shall be re-stripped, including stop bars and stop lines where appropriate;
- 5) That the plans shall indicate that the applicant shall follow the City of Portsmouth Aquifer Protection Guidelines;
- 6) That the WSO symbol on the front of the building on the Site Plans shall be clarified;
- 7) That the applicant shall put in writing that the fire and domestic water services were originally sized to include this addition;
- 8) That the Site Plans shall indicate that the silt fence shall be removed once the site is stabilized;

- 9) That the City Environmental Planner and a representative of DPW shall conduct a site walk in the Spring to review the swale and detention basin to make sure they are in good working order;
- 10) That the fire alarm box and the knox box relocation shall be coordinated with the City Fire Alarm Division (Fire Department);
- 11) That the tip downs for the handicapped ramp shall be appropriately labeled and that a stop sign and stop line shall be added, if they do not currently exist;
- 12) That ADA tip downs and crosswalks shall be added to the existing sidewalks at the egress of the site;
- 13) That the City and PDA staff shall work on calculating the appropriate traffic dollar contribution from the applicant;
- 14) That documentation shall be provided to the Planning Board at their November 16, 2006 meeting regarding the maintenance schedule which has been followed on the existing site and also a proposed maintenance schedule, as outlined in the Drainage Report on the unnumbered page which is immediately prior to Appendix A;
- 15) That the PDA will consider the removal of the existing sidewalk leading to the Portsmouth Herald site;

.....
III. ADJOURNMENT was had at approximately 3:25 p.m.
.....

Respectfully submitted,

Jane M. Shouse
Administrative Assistant
Planning Department