

**ACTION SHEET  
SITE REVIEW TECHNICAL ADVISORY COMMITTEE**

2:00 P.M.

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

JANUARY 30, 2007

**MEMBERS PRESENT:** David Holden, Director, Planning Department, Chairman; Peter Britz, Environmental Planner, David Allen, Deputy Director of Public Works, David Desfosses, Engineering Technician; Thomas Cravens, Engineering Technician; Debbie Finnigan, Traffic Engineer; Steve Griswold, Deputy Fire Chief and Len DiSesa, Deputy Police Chief

**MEMBERS EXCUSED:** n/a

**ALSO PRESENT:** Lucy Tillman, Chief Planner

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**I. NEW BUSINESS**

A. The application of **Chad & Laura Morin, LLC, Owners**, for property located at **36 Market Street**, wherein Site Review approval is requested to create two additional residential units and to construct miscellaneous additions to include a new third floor addition at the rear of the building, a stair enclosure, a three story elevator and a lobby structure at the rear of the building, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 117 as Lot 29 and lies within the Central Business B District, the Overlay District and the Historic District A.

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

1. That it be noted on the Site Plans that there were ice guards on the roof and that the applicant shall reinstall them, in kind;
2. That the gutters and downspouts shall not discharge onto Ladd Street; otherwise, the applicant shall work with DPW prior to the Planning Board meeting to resolve this issue;
3. That brick sidewalks shall be constructed in front of the property on Ladd Street, by either completing the work or setting aside a sum of money as approved by DPW for future installation by the City. Otherwise, the applicant would be required to receive a waiver from the Planning Board;
4. That if the gutters are over the right of way, an encroachment agreement would be required with the City;
5. That the Site Plans shall be updated to show the location of all door and entrances and separate sheets shall be prepared for the second and third floors;
6. That if the building is 100% sprinklered, automatic notification of emergency forces is required;
7. That exterior lighting in the common area should be pointed downward to avoid spillage;
8. That square footage for Units #3 - #8 shall be added to the Site Plans;

9. That no waiver of the City’s requirement for a grease trap is implied by this approval and any re-use of the ground floor unit will require the installation of a grease trap; Final wording of this condition shall be finalized by DPW prior to the Planning Board meeting;

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**II. OLD BUSINESS**

A. The application of **The Home Depot, Owner, and Bed Bath & Beyond/Christmas Tree Shops, Applicant**, for property located at **100 Durgin Lane**, wherein Site Review approval is requested to demolish the existing building and to construct a 113,865 ± s.f. one-story, three-tenant retail plaza, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 239 as Lots 16, 18 & 13-2 and lie within the General Business district. (This application was tabled at the January 2, 2007 Technical Advisory Committee Meeting)

Voted to **table** this application to the next regularly scheduled TAC meeting on Tuesday, February 27, 2007 at 2:00 pm. The Committee made the following recommendations:

1. That the applicant shall prepare a Traffic Study for review by the City Traffic Engineer and the Planning Department;
2. That the applicant shall appear before the Traffic & Safety Committee;
3. That a Knox Box and automatic notification of emergency forces shall be added to the Site Plans;
4. That all signage shall be added as part of the traffic mitigation plan for review and approval by City staff;
5. That the applicant shall explore paving the entire access road, including extending past their property line;
6. That the applicant shall consider a fence or screening around the loading docks;
7. That a note shall be added to the plans that any restaurant use would require an external grease trap;
8. That the Operational Maintenance Plan shall be added to the Site Plan Set and a schedule for a reporting mechanism back to DPW shall be agreed upon;
9. That the applicant shall prepare a Construction Management Plan and a Driveway Management Plan, for review and approval by the City Legal Department, Planning Department, City Traffic Engineer and City Manager;
10. That the Construction Management Plan shall include how work will effect the Hampton Inn and Saturn Dealership and how access shall be provided;
11. That the applicant shall use native plantings to avoid the need for irrigation;
12. That the applicant shall work with the City’s Police and Fire Departments to verify that they can communicate with their base station;
13. That the applicant shall clean up the area entitled “Trash Area” on the Site Plans and add a note in their Operation Plan on how they will maintain that area;
14. That traffic shall be one way around the building and appropriate signage and pavements markings shall be added to the plans;
15. That all trees proposed shall be no lower than 5’ above the ground;
16. That directional signage shall be added to the detail sheet;
17. That the striping of handicapped spaces shall be solid rather than hollow;

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B. The application of **Perry and Kristin Silverstein, Owners**, for property located at **10 Commercial Alley, 19-25 Market Street and off Penhallow Street**, wherein Site Review approval is requested to construct a 3-story (plus loft) mixed use 1,400 s.f. addition, with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 106 as Lots 9, 10, and 12 and lies within the Central Business B District, the Overlay District and the Historic District A. (This application was tabled at the January 2, 2007 Technical Advisory Committee Meeting)

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

**Stipulations from the January 2, 2007 Technical Advisory Committee Meeting:**

- 1) That the applicant shall be required to obtain City Council approval to work in the public right of way during construction;
- 2) That the sizes for the domestic water and fire service should be shown on the plans;
- 3) That the applicant shall work with DPW on where to tie the sewer line into and to determine what shall be required of the applicant;
- 4) That the applicant shall provide a detailed calculation for open space for review and approval by Lucy Tillman;
- 5) That all lighting shall be Dark Sky Friendly and shall have shields on them, for review and approval by David Desfosses;
- 6) That a Construction Management Plan shall be prepared by the applicant for review and approval by the City of Portsmouth.

**Stipulations from the January 30, 2007 Technical Advisory Committee Meeting:**

- 7) That Commercial Alley shall be properly labeled on the Site Plans;
  - 8) That a cut sheet be prepared for the pitched roof and shingles that are intended to prevent snow and ice sliding onto Commercial Alley, for review and approval by DPW;
  - 9) That the applicant shall make a contribution to the City to be used towards improvements to the brick sidewalks on Penhallow or Commercial Alley, in an amount to be determined by DPW;
  - 10) That the brick sidewalks that the applicant's contribution will be used for shall be shown on the Site Plans (to be worked out with DPW);
  - 11) That the dumpster shall be located at least 10' from the property lines and shall be screened with a 8' solid board fence, per zoning requirements;
  - 12) That the Pole Attached Utility Detail on Sheet C-5 should show the existing pipe that is on the pole;
  - 13) That the applicant shall work with DPW and the Planning Department to coordinate the replacement brick used on site.
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C. 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 December 5, 2006 Technical Advisory Committee Meeting)

Voted to **table** this application to the next regularly scheduled TAC meeting on Tuesday, February 27, 2007 at 2:00 pm. The Committee made the following recommendations:

- 1) 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;
- 2) That the applicant shall also be responsible for re-paving Commerce Way in conjunction with Stipulation #1 above;
- 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 issue of street lights will remain under review of David Desfosses of DPW;
- 5) That on Sheet C-8 where the fire hydrant shows an 8” gate valve and 8” lateral feed to the hydrant, should be changed to 6”;
- 6) That the Xeriscaping method shall be used for the planting of native species;
- 7) That the Operation and Maintenance Plan be included on the Site Plans and the Applicant shall work with DPW to determine the frequency of future reporting to the City;
- 8) That the Applicant shall make a photo log of the existing outfall and updated photos shall be incorporated as part of their Operation and Maintenance Plan to the City;
- 9) That a Knox Box and Master Box shall be added to the Site Plans;
- 10) That the Applicant shall work with the City Dispatch Office to verify that the Police and Fire Departments can communicate with their base station;
- 11) That a Construction Management Plan shall be prepared by the Applicant for review and approval by the City Legal Department, Planning Department, City Traffic Engineer and City Manager;
- 12) 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;

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D. 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 December 5, 2006 Technical Advisory Committee Meeting)

Voted to **table** this application to the next regularly scheduled TAC meeting on Tuesday, February 27, 2007 at 2:00 pm. The Committee made the following recommendations:

- 1) That the applicant shall prepare Access Easements for both properties, to be approved for content and form by the City Attorney;
- 2) That all existing catch basins shall be reviewed and any that can be retrofitted with snorkel hoods shall be provided;
- 3) That the applicant shall 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 with how contributions or funds shall be set aside for this process;
- 4) That the applicant shall also be responsible for re-paving Commerce Way in conjunction with Stipulation #1 above;
- 5) That the Landscape Plan be reviewed and approved by Lucy Tillman of the Planning Department;

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**III. ADJOURNMENT** was had at approximately 5:30 p.m.

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Respectfully submitted,

Jane M. Shouse,  
Administrative Assistant  
Planning Department