

MINUTES

**SITE PLAN REVIEW TECHNICAL ADVISORY COMMITTEE
PORTSMOUTH, NEW HAMPSHIRE**

**CONFERENCE ROOM A
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE**

2:00 PM

APRIL 30, 2019

MEMBERS PRESENT: Juliet Walker, Chairperson, Planning Director; Peter Britz, Environmental Planner; Nicholas Cracknell, Principal Planner; David Desfosses, Engineering Technician; Eric Eby, Parking and Transportation Engineer; Pat Howe, Fire Department and Robert Marsilio, Chief Building Inspector

MEMBERS ABSENT: n/a

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I. APPROVAL OF MINUTES

A. Approval of minutes from the April 2, 2019 Site Plan Review Technical Advisory Committee Meeting.

Mr. Eby requested that the comment about the loading requirement and Parking Traffic and Safety Committee in the last paragreah on page 14 needed to be clarified. The loading requirement was not part of the City Ordinance.

Mr. Britz moved to approve the amended minutes from the April 2, 2019 Site Plan Review Technical Advisory Committee Meeting, seconded by Mr. Cracknell. The motion passed unanimously.

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II. OLD BUSINESS

A. The application of **Cate Street Development, LLC, Owner**, for property located at **428 Route 1 Bypass, Cate Street, 55 Cate Street, 161 Cate Street and 1 Cate Street**, requesting Site Plan approval for the redevelopment of the properties into a mixed use development, including 40,000 s.f. +/- retail/office space, 325 residential apartment units; Proposed Residential Building A: 23,800 s.f. footprint and 177,000 Gross Floor Area; Proposed Residential Building B: 21,000 s.f. footprint and 141,000 Gross Floor Area, and 23 townhomes; Proposed Townhome Buildings A: 8,640 s.f. total footprint and 25,920 Gross Floor Area; Proposed Townhome Buildings B: 11,440 total footprint and 34,320 Gross Floor Area, with related paving, lighting, utilities, landscaping, drainage and associated site improvements. Said properties are shown on

Assessor Map 172 as Lot 1, Map 173 as Lot 2, Map 165 as Lot 2, Map 163 as Lot 33 and Map 163 as Lot 34 and lie within the Gateway Corridor (G1) District.

DISCUSSION AND DECISION OF THE BOARD

Mr. Britz moved to postpone this application to the next regularly scheduled TAC meeting on June 4, 2019, seconded by Mr. Howe. The motion passed unanimously.

B. The application of **RJF-Maplewood, LLC, Owner** and **RW Norfolk Holdings, LLC, Applicant**, for property located at **111 Maplewood Avenue** requesting Preliminary and Final Subdivision approval for a two lot subdivision as follows: the subject lot to be divided so that Lot 1 becomes 58,583 s.f. with 840 ft. of street frontage and Lot 2 becomes 42,779 s.f. with 610 ft. of street frontage Said property is shown on Assessor Map 124 as Lot 8 and lies within the Character District 5 (CD5), Historic and Downtown Overlay Districts.

Mr. Eby moved to consider Old Business Item B and Item C together and vote on them separately, seconded by Mr. Britz. The motion passed unanimously.

SPEAKING TO THE APPLICATION

Patrick Crimmins and Neil Hansen from Tighe and Bond, Rich Houghton from Halvorson Design, Eric Nelson and Lisa Destefano from Destefano Architects were present to speak to the application. Mr. Crimmins noted that they met with TAC about a month ago. Since then they have resubmitted an updated package. The package included updated numbers for community space and the drainage study. The water quality unit was changed out. The packet included a waiver request letter for the dumpster. It meets the zoning ordinance, but they are requesting a waiver for the site. There is another waiver to bank the additional community space for a prospective development in the future. The packet included an updated traffic memorandum responding to comments from TAC. Mr. Crimmins included a spreadsheet with responses to the TAC comments from the April 2, 2019. Mr. Crimmins offered to walk through that sheet if the Committee wanted them too. Ms. Walker confirmed they did.

TAC Comments from the April 2, 2019 meeting with responses from the April 30, 2019 meeting:

1. There seems to be a few conservative assumptions, which may be part of the reason that such poor LOS is forecast for the future conditions. I would like to see the existing traffic volume network and the appendix materials. The Route 1 Bypass bridge was open in January when the counts were done, so there shouldn't have been a need to estimate rerouting of traffic due to the bridge. The 60% from Maplewood seems a little high, as does the trip gen for the retail portion. Also, the 19% seasonal adjustment may be a little high. Will parking spaces under the building be reserved? If not, the dead end aisle for the 10 spaces along the Raynes Ave side will create circulation problems.
 - Mr. Crimmins responded that they provided a memorandum responding to the traffic comments and concerns about circulation. At this time the tenant is anticipating using parking passes that would be restricted to tenants to help avoid concerns.
2. Appropriate contribution to improvements to the Russell St intersection will be required.

- Mr. Crimmins responded that they added a note to the plan that they would work with City Staff to come to an agreement on the fair share contribution. Ms. Walker responded that meeting should happen prior to Planning Board approval.
- 3. All remaining existing lighting standard lights on Maplewood (in project area) Raynes Ave and Vaughan St to be removed as part of this approval
 - Mr. Crimmins responded that the lighting that would be removed was identified on the demo plan.
- 4. Provide updated plans to City for construction of sewer this spring indicating sewer lateral locations
 - Mr. Crimmins responded that they provided a draft copy to DPW that morning.
- 5. Appropriate contribution for City Sewer construction project may be required, coordinate with DPW
 - Mr. Crimmins confirmed they would coordinate with DPW.
- 6. Is there internal bypass for high flows in the stormwater unit?
 - Mr. Crimmins responded that there was and confirmed that applied to the different water quality unit that was selected.
- 7. Add additional CB drains in Vaughan St/Raynes Ave as determined to be needed by DPW to maintain a crowned road section.
 - Mr. Crimmins responded that there were a lot of moving pieces with the streets, so for now a note was added to the plan to work with the City to confirm the scope of the complete streets and final design. Ms. Walker commented that they would want a meeting before it went to the Planning Board to understand what plans needed to be revised and on which side. Ms. Walker had the plan set from Sebago to compare.
- 8. There are gas and telephone lines going through proposed planters, please revise
 - Mr. Crimmins responded that this was revised in the utility plan.
- 9. Actual locations of utility lines to site to be approved by City of Portsmouth
 - Mr. Crimmins agreed.
- 10. 8" Domestic water is oversized
 - Mr. Crimmins responded that they added a note the pipe size would be coordinated with DPW prior to construction.
- 11. Reclamation of Raynes Ave and overlay of all remaining bindered areas in the Raynes/Vaughan Area to be provided, details approved by DPW
 - Mr. Crimmins responded that this would be addressed in the complete streets meeting with City Staff. A note was added to the plans.
- 12. There are 3 different types of lights specified within 200' of each other, consider revising on site lights to match Vaughan area
 - Mr. Crimmins responded that they were revised to match.
- 13. Landscape details to meet City Standards and be approved by City including tree root zones if determined to be needed
 - Mr. Houghton responded that the plan was updated to include raised planters that don't have tree grates. They are similar to the other planter details in the downtown. Mr. Desfosses commented that he preferred the planters to be granite not concrete. Mr. Houghton confirmed that would be updated. Mr. Desfosses noted that the planters should be granite with 1-foot radius bull noses on the corners.
- 14. Street trees to be approved by City of Portsmouth
 - Mr. Crimmins agreed.
- 15. Lighting Cabinet to meet City standards, all lights in this area to be fed from this new cabinet including lights already installed
 - Mr. Crimmins responded that they walk the site with DPW. There are still a few tweaks to work out, but they will continue to work with DPW.
- 16. Please confirm what surface material is proposed for the pedestrian alley
 - Mr. Crimmins noted that they were identified in the plan. Mr. Houghton noted that

- the pedestrian connector would have concrete unit pavers and a concrete base in the vehicular area. Mr. Cracknell commented that it would be good to get more information on the materials. The plan should identify the color and size of the pavers. Ms. Walker questioned if there were details for that in the plan already. Mr. Houghton responded that there were not. Ms. Walker commented that they would want to see that. Mr. Houghton commented that they pulled it back to be behind the property line. It would not extend out to the street. The public right of way would all be standard City paving.
17. It appears that the applicant is proposing to provide more than 20% community space as required by the ordinance. Is it the applicant's intention to bank the community space towards a future development?
 - Mr. Crimmins confirmed that was correct and requested an additional CUP. Ms. Walker commented that they would need to do another application for that. Mr. Hansen noted that the computer system would not let him add it. Ms. Walker responded that it should be a completely new CUP. Mr. Crimmins commented that they already paid the fee. Ms. Harris would check to see if it could be added internally.
 18. Correct proposed number of stories on plan Sheet C-102
 - Mr. Crimmins confirmed that was updated.
 19. Are the dumpsters intended to be used for use by both properties?
 - Mr. Crimmins responded that the existing dumpster is for the existing building and would be moved with a waiver.
 20. Dumpster location needs to be set back at least 10' per zoning and 20' per site plan review regulations. If 20' is not possible, a waiver will need to be requested.
 - Mr. Crimmins responded that was addressed in the previous comment.
 21. The proposed community space should be adjusted to avoid public access easement that does not align with the pedestrian circulation patterns on the proposed alleyway connector.
 - Mr. Crimmins responded that this was revised.
 22. The proposed building should be listed as a 4 story building given the 4th story does not qualify as a penthouse.
 - Mr. Crimmins responded that this was revised.
 23. Pending HDC approval, the building elevations should be included in the plan set.
 - Mr. Crimmins agreed and added that the elevations were included.

Additional staff comments from the April 2, 2019 meeting with responses from the April 30, 2019 meeting:

1. The onsite materials need to be approved by the DPW
 - Mr. Crimmins confirmed that the applicant would perform the onsite maintenance.
2. TAC made a comment about the complete streets
 - Mr. Crimmins confirmed they would continue to work with the City on this.
3. The street trees should not interfere with car doors.
 - Mr. Crimmins confirmed this was revised on the plans.
4. TAC made a comment about the raised street planters and trees.
 - Mr. Crimmins commented that this was discussed above.
5. The lights on Maplewood Ave. should be a consistent distance along the sidewalk
 - Mr. Crimmins responded that they shifted all the fixtures to be in line along the curb. Mr. Houghton added that they were moved 18 inches back and aligned with the striping to not conflict with the car doors.
6. TAC commented on the mechanical equipment screening.

- Mr. Crimmins responded that they would be on the roof and screened. Ms. Walker questioned if that was likely to change. They need to be very clear about the mechanical stuff, so that it does not need to be put on the ground. The applicants should work with Mr. Marsilio. Mr. Marsilio added that the roof insulation for generators could be problematic. Sometimes applicants put a generator rack on the roof that is supposed to be 5 feet from combustibles. A generator cannot be set on the roof unless it's built for that. Mr. Britz pointed out that there was an electrical mechanical room in the basement. Mr. Crimmins clarified that was the equipment room. It would just have the panels etc. Point well taken about the roof concerns. Mr. Desfosses questioned how they were plumbing the water lines. The water room is in the middle of the building. Meters are usually right on the side of the basement wall. They will need to figure out how to have a meter room in middle of the building.
- 7. TAC mad a comment about the elevator lobby.
 - Mr. Crimmins responded that was in the basement now.
- 8. TAC made a comment about supported excavation may be required.
 - Mr. Crimmins added a note to the plan that prior to construction the applicant's contractor needs to provide an excavation plan. Anything in the right of way needs to get appropriate approvals and an SOE. Mr. Crimmins commented that licenses would be obtained if necessary. Ms. Walker commented that an SOE was required regardless. Mr. Crimmins confirmed that was correct. Mr. Marsilio commented that people always forget the SOE.
- 9. Ms. Walker noted that because zoning did not require it; it was premature to go through PTS before TAC. It could get Planning Board approval and then go to PTS. That is a possibility.

TAC Comments and responses for the April 30, 2019 TAC meeting:

1. The lighting conduit runs still need some fine tuning. Applicant to work with DPW to finalize prior to Planning Board approval.
 - Mr. Crimmins confirmed they would continue to work with DPW to finalize the lighting design.
2. DMH 1098 should likely be replaced and the backflow device shall be accessible from inside of that structure.
 - Mr. Crimmins responded that this would be revised.
3. There needs to be a detail for the north end light foundation system.
 - Mr. Crimmins responded that this would be updated and they would work with DPW.
4. Note that all trees planted are to be installed under the supervision of City of Portsmouth DPW using our standard installation methods.
 - Mr. Crimmins responded that this would be added to the site plan and landscape plan. Mr. Houghton agreed that oversight would be good for the tree planting.
5. Applicant shall overlay and/or provide final pavement and striping for Vaughn and Raynes as part of this project per DPW specifications.
 - Mr. Crimmins confirmed that they would work with the City to determine the scope of the complete streets design.
6. Fair share contributions for sewer improvements, Russell St intersection improvements, and a fair share contribution to the Maplewood Avenue Complete Street improvement

project (in particular the Deer and Maplewood intersection) shall be recommended as a stipulation of Planning Board approval.

- Mr. Crimmins responded that they were aware of this and would work with staff to determine a value.
- 7. The proposed drain manhole 1098 which is the last point of stormwater discharge from the site has an outlet elevation of 4.2 This is at a level below the mean high water line so at high tide this water will not outlet. If this is the case are there provisions to stop tidal water from infiltrating this location and possibly flooding the street? A backflow preventer is shown in the Vaughn Street, but there is not one shown downstream of DMH# 1098. Please confirm that the stormwater infrastructure for this project will not cause street flooding from high or extreme tide events.
 - Mr. Britz confirmed this had already been discussed.
- 8. Landscape Plan: a. The tree species (all 3) should be indicated on the plans.
 - Mr. Houghton responded that they included a plant list in the previous TAC meeting and TAC responded that the selection of plants should be discussed with City. The list was removed for TAC, but Mr. Houghton was happy to discuss it with the City. Ms. Walker confirmed that it could be reviewed when they meet to talk about the complete streets.
 - The material for the landscape planter and seat walls should be granite to match the stairs and curbing.
 - Ms. Walker confirmed that they had covered this.
 - the color and material specifications for the sidewalk unit pavers should be provided.
 - Ms. Walker confirmed that they had covered this.
 - The concrete unit pavers edging the proposed driveway to the underground parking should be shown on the plan.
 - Mr. Houghton responded that this would be updated on the plans.
 - Consider softening the edge (by rounding the corner) of the pocket park at the intersection of Maplewood and Raynes Ave. to enhance pedestrian circulation.
 - Mr. Houghton responded that there had been a discussion about maximizing the landscape toward the property line with the Historic District Commission. That is why the pocket park is there. The plan can be revised to provide more pedestrian access. The plan can be adjusted to whichever the City prefers. Ms. Walker responded that the HDC doesn't have per view over landscape, but they can make comments. Mr. Cracknell added that it just felt tight. They should consider the comment. Mr. Houghton confirmed he would discuss it with the team.
- 9. Site Plans: a. Address the narrowness of the proposed 13-14' two-way driveway aisle for the underground parking.
 - Mr. Crimmins commented that was a good catch and confirmed they would work on the basement level layout. It may be that the basement level shifts. Mr. Eby noted that 16 feet was the minimum. Ms. Destefano commented that the parking plan is one way in and one way out. Mr. Cracknell noted that it's a dead end, so it's a two way. Ms. Walker noted that everywhere else was 23 feet wide, but that one point was only 14 feet. Mr. Crimmins confirmed that they would work with the architect. It was not intentional to not label it.

- Provide the screening plan for the existing and proposed transformer and dumpster areas.
 - Mr. Crimmins responded that the existing transformer was already fenced in and would not be impacted. This will be included in the details. Mr. Houghton added that they were limited by Eversource for the amount of clearance for the proposed transformer. That is why there are lower shrubs. Mr. Cracknell requested a detail for the screening. It's a pretty big area. Ms. Walker noted that the ordinance required screening 6 feet in height for dumpsters, but was not sure if there was a requirement for transformers. Mr. Cracknell commented that it was on the street side that is most visible. There should be fence or vegetation detail.
- Per the Zoning Ordinance, the sidewalk along Vaughan Street will need to be a minimum of 14 feet wide in order to support the taller 4 story building.
 - Ms. Walker commented that there was an error in width of the comment. The zoning list for doing an incentive overlay should be listed on sheet 102. Anything required per the incentives should be listed. There is a 10-foot minimum plus 2 additional feet for each story. It looks like it is 9.4 feet in that location. Ms. Walker questioned if they could move the building back. Mr. Crimmins clarified that it should be 12 feet. Ms. Walker confirmed that was correct. Mr. Crimmins confirmed there was room to slide the building toward Maplewood Ave. to make it work. Ms. Walker commented that was the preference. They should not use more of the right of way. That extra room should come off the property. Mr. Howe questioned if this was a 5-story building. Ms. Walker responded that it was a four-story building, but according to building code it was five stories because of the basement. Mr. Cracknell questioned how shifting the building would affect the face of the building. Mr. Crimmins responded that there would be 3 feet clear behind the planters. They will need to work with Halvorson. Mr. Houghton added that the planters could be shifted. Mr. Cracknell noted that it would be good to have 4 feet of clearance.
 - Ms. Walker noted that a loading zone was not required. Mr. Crimmins responded that they thought it would be helpful in the neighborhood. This was done at Portwalk and it seemed to be a success. Ms. Walker noted that it was fine for it to wait because it was not a zoning requirement. This can go to Planning then to PTS. Ms. Walker clarified that the loading zone would just be for certain time periods. Mr. Eby confirmed that was correct. Ms. Walker noted that this plan has to go to PTS anyway because it is reducing some parking. Mr. Crimmins confirmed that was correct, but that it was also part of the complete streets. Mr. Eby questioned if the plan was consistent with Sebago's plan. Ms. Walker responded that it would be reviewed in their meeting. There are some discrepancies. Mr. Eby noted that the lighting was shifting. Mr. Crimmins confirmed that they would ensure it was consistent with DPW and the Sebago plan.

d. Consider widening the sidewalk at the corner of Vaughan Street and Raynes Ave. in order to soften the edge.

Mr. Howe commented that the redesign of the egress from basement to the outside was good. However, the exit with the stairwell looks like the door from the service trash space blocks a large portion of the exit. Ms. Destefano confirmed they would look at that. Mr. Howe commented that there was no exit on the backside of the garage, and questioned if there would be a door on Raynes Ave. side. The common path of travel from the Raynes Ave. side is pretty long. Ms. Destefano confirmed they would look at it. Mr. Howe commented that a commercial space with assembly use would need two exits. One exit can't go into a trash space and and count. Ms. Walker clarified that all of Mr. Howe's egress comments were for the garage. Mr. Howe responded that they were for the basement level.

PUBLIC HEARING

The Chair asked if anyone else was present from the public wishing to speak to, for, or against the application. Seeing no one rise, the Chair closed the public hearing.

DISCUSSION AND DECISION OF THE BOARD

Mr. Britz moved to recommend approval to the Planning Board, seconded by Mr. Cracknell. The motion passed unanimously.

C. The application of **RJF-Maplewood, LLC, Owner** and **RW Norfolk Holdings, LLC, Applicant**, for property located at **111 Maplewood Avenue** requesting Site Plan approval to construct a 3½-story commercial building with a footprint of 20,000 s.f. and gross floor area of 74,000 s.f. with related paving, lighting, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 124 as Lot 8 and lies within the Character District 5 (CD5), Historic and Downtown Overlay Districts.

DISCUSSION AND DECISION OF THE BOARD

Mr. Britz moved to recommend approval to the Planning Board with, seconded by Mr. Cracknell the following stipulations:

Stipulations to be completed prior to submission of plans for Planning Board

1. Applicant shall work with DPW to finalize the location and design of the lighting conduit layout.
 - a. Lighting locations shall be reviewed for consistency throughout the Plan set.
2. A detail shall be added for the north end light foundation system.
3. The plans shall be updated to show that Drain Man Hole (DMH) 1098 shall be replaced and the backflow device shall be accessible from inside of that structure.

4. A note shall be added to the Site Plan and the Landscaping Plan that all trees planted are to be installed under the supervision of City of Portsmouth DPW using City standard installation methods.
5. The applicant shall participate in a meeting with the Planning and DPW Departments prior to coordinate the following TAC recommendations:
 - a. Applicant shall overlay and/or provide final pavement and striping for Vaughn and Raynes as part of this project per DPW specifications.
 - b. Applicant shall provide fair share contributions for sewer improvements, Russell St intersection improvements, and the Maplewood Avenue Complete Street improvement project (in particular the Deer and Maplewood intersection)
 - c. Plans shall be reviewed and updated for consistency with the Maplewood Avenue Complete Streets Project Plans
6. Sheet C-102.3 shall be revised to show a minimum 16' width wherever there is a two-way driveway aisle for the underground parking.
7. Plans shall include details on the screening of the existing and proposed transformer and dumpster areas.
8. Per requirements of Section 10.5A46.10 (footnote 4) of the City's Zoning Ordinance, the sidewalk on Raynes Avenue, Vaughan Street, and Maplewood Avenue shall be a minimum of 10-feet wide plus an additional two feet for each additional story of building height above three stories.
9. The Incentives to Development Standards dimensional requirements shall be added to the table on Sheet C-102.
10. Water lines shall be sleeved from outside the foundation wall to the water room.
11. Basement level egress locations shall be revised per the comments of the Fire Department.
12. Actual locations of utility lines to the site to be approved by the City of Portsmouth DPW.
13. The Landscape Plan shall be updated as follows
 - a. The tree species (all 3) should be indicated on the plans (consistent with the Maplewood Ave Complete Streets Project, see 5c above).
 - b. The material for the landscape planter and seat walls shall be granite
 - c. A detail showing the color and material specifications for the sidewalk and pedestrian alley pavers shall be provided.
 - d. The concrete unit pavers edging the proposed driveway to the underground parking shall be shown on the plan.

Stipulations of Planning Board approval to be completed prior to issuance of a building permit

14. The applicant shall provide updated plans to the City indicating sewer lateral locations prior to the City's planned sewer upgrades in spring 2019.
15. Actual locations of utility lines to the site shall be approved by the City of Portsmouth DPW prior to construction.
16. Final water service size and location shall be coordinated with the Building Drawings and DPW prior to construction.
17. The applicant shall enter into a Prospective Development Incentive Agreement (PDIA) with the Planning Department per the requirements of Section 10.5A46.23(3).
18. The applicant shall prepare a Construction Management and Mitigation Plan (CMMP) for review and approval by the City's Legal and Planning Departments.
19. A temporary support of excavation (SOE) plan shall be prepared by the applicant's contractor to confirm any temporary encumbrances of the City's right-of-way.

20. The proposed loading zone shall be reviewed by the Parking & Traffic Safety Committee for recommendation to City Council.

The motion passed unanimously.

The Committee also **recommended approval** of the waiver from Section 9.3(6) of the Site Plan Review Regulations regarding the dumpster location.

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ADJOURNMENT

Mr. Marsilio moved to adjourn the meeting at 2:48 p.m., seconded by Mr. Cracknell. The motion passed unanimously.

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Respectfully submitted,

Becky Frey,
Acting Secretary for the Technical Advisory Committee