

**MINUTES OF SPECIAL MEETING
SITE REVIEW TECHNICAL ADVISORY COMMITTEE MEETING**

2:00 PM

JANUARY 10, 2012

**EILEEN DONDERO FOLEY COUNCIL CHAMBERS
MUNICIPAL COMPLEX, 1 JUNKINS AVENUE
PORTSMOUTH, NEW HAMPSHIRE**

MEMBERS PRESENT: Rick Taintor, Chairman; David Allen, Deputy Director, Public Works; David Desfosses, Engineering Technician; Jared Sheehan, Engineering Technician; Peter Britz, Environmental Planner; Stephen Dubois, Police Chief; Carl Roediger, Fire Inspector; and Jon Frederick, Director of Parking & Transportation

I. OLD BUSINESS

A. The application of **Portwalk Office, LLC, Owner**, for property located at **195 Hanover Street**, requesting Site Plan Approval to construct a 5-story, 71,500 ± s.f. (footprint) building, to include a 124 room hotel, 92 dwelling units, 10,335 s.f. of restaurant use, a surface level parking deck and a one-story underground parking garage, with related paving, lighting, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 125 as Lot 1 and lies within the Central Business B (CBB) District, the Downtown Overlay District (DOD) and the Historic District. (This application was referred by the Planning Board at their December 15, 2011 Meeting and postponed at the Technical Advisory Committee Meeting on January 3, 2012)

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Gregg Mikolaities, of Appledore Engineering, appeared on behalf of the applicant. Also present was Patrick Crimmins, of Appledore, Jeffrey Johnston, Tim Levine and Attorney Peter Loughlin. For housekeeping, because they made changes to retail, they didn't know if the notice needs to be revised.

Mr. Mikolaities stated that they appeared before the Planning Board on December 15th, they met with DPW on December 20th, they appeared before TAC on January 3rd, they then went back and met with DPW, the Planning Department on January 5th. They revised their plans at that time and received a memo from Rick Taintor this morning so they revised their plans this morning and handed out revised sheets to the plan set. Mr. Mikolaities turned the presentation over to Patrick Crimmins to start by addressing today's revisions.

Patrick Crimmins, of Appledore Engineering, indicated that they received a three page comment letter from Rick Taintor this morning and they tried to address as many of those comments as possible. He quickly went through those comments.

On Sheet C-2 there was a comment about the width of the sidewalk at the signal cabinet control box at Hanover and Maplewood. They added dimensions to the Demolition Plan showing that it is 6.25' from the base of the cabinet to the base of curb.

On Sheet C-3A and C-3B, they were asked to identify existing vs. proposed easements in the legend and the plan. Mr. Crimmins revised those to reflect proposed and existing.

On Sheet C-3A there was a comment about a misplaced note regarding a sidewalk easement on Map 125 Lot 1 to benefit the City of Portsmouth. Mr. Crimmins did not believe that comment was misplaced as the intent of that easement is because a portion of the sidewalks that run along Hanover and Deer Street are on the applicant's property and they are giving the City an easement for that small portion of land along the face of the building. Mr. Taintor indicated that he discussed this with Tim Levine earlier today and the arrow seemed to go down the wall and if they just relocated the arrow down towards the actual sidewalk it will be easier to see.

On Sheet C-3B drainage easements have been clarified the existing and the proposed. There are existing easements on Lot 3 currently but those will be changed due to the new construction.

On Sheet C-5A regarding the proposed retail on Maplewood, they were asked to explain the doors. They changed the plan to show that the doors are actually external and it is similar to the scenario at the corner of Maplewood. The grade of the retail is the same as the hotel and a little higher than the street so you walk into the retail and either go up the steps or use an ADA lift.

There was a question about the proposed loading zone on Hanover Street and all four parking spaces. Mr. Crimmins stated they have shown signage to designate the four spaces along Hanover Street as loading zone from 6:00 a.m. to 9:00 a.m. for the trash maintenance. They are open to how the City Parking Manager would like to have it set up.

Regarding the bike storage, they revised the plan to show 14 inverted U shaped bicycle racks, to provide 28 bicycle spaces. Per the Zoning Ordinance, they are required to have one bicycle space per 10 vehicle parking spaces.

There were notes referring to Sheet L-1, yet there was no Sheet L-1. That is because Sheet L-1 is actually the section view that was created by Woodburn and Company in the back of their package. The label is over to the left side rather than the right side so it may have gotten lost. That is now reflected on the cover sheet now.

On Sheet C-5B, they were asked to explain the trash/recycling room doors and safety. Mr. Crimmins stated that they have relocated the trash room previously shown on Maplewood Avenue. It has been shifted over to the Hanover side of the building. The door will be a 6' wide roll up door, internal to the building, and you will not see it. Waste Management will roll the bins out through the door through the parking garage entrance to the designated loading area.

There was a question of whether they should remove the note "Basement level site plan is for information purpose only". Mr. Crimmins indicated that they have carried this note since 2007 because while they are showing the site layout, the final building design is what will dictate that basement level design. They can revise the note but the plan itself is more like a layout to show the

parking in the basement level and they will need to get into a detailed design when the building drawings are prepared that involve the structural limits of that basement level.

There was a question on Sheet C-6A about whether the note “Limit of building above ground level” and the arrows were misplaced. Mr. Crimmins apologized as there were three places in the sets that had some issues in CAD so they have revised it and they now show a dash for the limit of the building above ground level.

On Sheet C-6B, there is a note “Basement level drainage plan is for information purposes only” and he has the same explanation for this as he did for the site level note. The final basement level drainage layout will be determined in the structural drawings for the building. The intent is just to show what they are looking to do, including the trench drains which will collect the runoff and will be pumped out if they become full. They have discussed this detail with DPW over the past several months.

The building design is not complete but Mr. Crimmins added a note to the basement that shows the elevation is approximately 7. That is what the bottom elevation of the ramp is. The grade will vary a little bit when they are constructing the deck so that it is pitched towards the drains.

There was a question about the proposed drains at the entry to the parking deck and the intersection of Portwalk Place and Deer Street. Mr. Taintor indicated that it was not clear if the drain lines in question had anything to do with the basement drains. Mr. Crimmins stated they do not.

On Sheet C-8A the overlapping layers were mentioned. Mr. Crimmins explained that they created a schematic lighting plan with a layer that was left turned on inadvertently but they have corrected that.

He changed the terminology with respect to the historic light pole fixtures so that it is consistent on C-8A and the schematic lighting plan.

They were asked that the landscape table comply with Site Plan Review Regulations. Mr. Crimmins coordinated with Robbie Woodburn and they added the mature sizes of those trees to that table.

There was no information on plantings other than trees and Mr. Crimmins explained it is the intent that the planter will be planted with what is shown in the L-1 detail. They would be happy to add that to the Landscape Plan as well.

They were requested to change Note 11 to say that all deciduous trees shall be a minimum of 7 feet from the ground to the bottom of the branches and that has been done.

The sheet entitled “Landscape, Lighting and Materials Plan” does not have any information on the parking deck outdoor lighting fixtures. Mr. Crimmins stated that this is the interior courtyard to the building and it will be part of the building design so the final details have not been completed and not reflected in this plan. They are showing the lighting levels that they intend to use on the photometric plan. They would agree to a stipulation that final lighting needs to be reviewed by DPW.

On Sheet C-8B, there was a question about why the site lighting schematic was only for informational purposes. Mr. Crimmins revised the note to read that the final circuitry for the proposed site lighting shall be provided by the project electrical engineer and will be included in the building drawings.

On Sheet C-14 there appeared to be a missing layer. Mr. Crimmins confirmed a layer had been omitted and he has put that back on to show the actual truck and turning templates.

On the building elevations, it was requested that they add sheet numbers, titles, dates, stamps, etc., to be consistent with the rest of the plan set. Mr. Crimmins will coordinate that for the Planning Board submission.

They were asked to provide cut sheets for the proposed fixtures. They had done this for the first two lots and are happy to provide them for this lot as well.

They were asked to provide a better plan that clearly identifies the light fixtures and they will add that.

The Pergola Planter Landscape Concept Plan will be revised so that the title matches the rest of the plan set. They will include the plantings on the Landscape Plan and include it in the schedule.

Gregg Mikolaities stated that the biggest change from the last TAC meeting is the additional 2,000 s.f. of retail on Maplewood and the trash being relocated to Hanover Street. They have created a sliding door internally so it will not be seen from Hanover Street and the trash will be wheeled outside. They are asking for a temporary loading area right outside the door. Robin Boussa, their Traffic Engineer, had identified the weekday peak from 8:00 – 9:00 a.m. with only 10 cars going in. It is anticipated that the trash can get emptied within a two car cycle, or six to twelve minutes. On Saturdays the peak hour is 1:15 p.m. and identifies 25 cars but the trash would be long gone by that time.

Mr. Mikolaities stated that they made changes after meeting with David Allen, David Desfosses and Rick Taintor last week and he went through those changes.

On Sheet C-2, they added a note regarding the replacement of the traffic loop detector at the intersection of Deer Street and Maplewood Avenue. They also talked about replacing and coordinating the reconstruction of the catch basin at the intersection of Maplewood Avenue and Deer Street. They have done the same with the structures at the intersection of Hanover Street and Maplewood Avenue and they added a note about replacing the loop detectors at the intersection. Along Hanover Street they added the note to the Pay and Display Parking Management System to be removed and reinstalled according to DPW. That would be along the building face on Hanover Street. Also the catch basin at the intersection of Portwalk Place and Hanover Street will be relocated back to the curb line.

On Sheet C-4 they added the pavement delineation consistent with what they discussed. This is at Deer Street up to the Portwalk intersection, and Hanover Street from Maplewood Avenue all the way past Fleet Street.

On Sheet 5-A, they updated the site data block to reflect the additional retail and the parking spaces. The parking counts show they are providing 286 spaces. The regulations require between 263-289 parking spaces.

They added all of the notes regarding thermalplastic crosswalks where appropriate. They added a “Loading Zone - No Parking 6:00 a.m. to 9:00 a.m.” sign. They will coordinate with the City on the final design for the big crosswalk between Portwalk Place and the Vaughan Mall.

They added Notes 21, 22, and 23 regarding parking, trash removal and the emergency generator. They also added a note under the legend about using thermalplastic pavement markings vs. traffic paint. Also, because the trash got moved they don't have the depressed sidewalk anymore; they now have a constant reveal across the length of that curb on Maplewood Avenue.

On Sheet C-6A they carried through some of the notes about reconstructing catch basins 15 and 5. They talked about replacing the existing CMP pipes that are on Hanover Street that come from the Portwalk property. They also added notes about constructing a new doghouse manhole where they connect.

On Sheet C-7 they talk about the traffic loops. The biggest one was the firebox location to be on the building which was added as Note 27. They added a note that the existing electric manholes along Maplewood Avenue will remain. Note 26 was added regarding the coordinating the foundation design with the appropriate utility company. There were some other miscellaneous notes to address all of the comments.

On Sheet C-8B, Mr. Crimmins clarified the pole locations on his latest submission.

There were also miscellaneous details. On Sheet C-10 there was cross walk striping and they changed the detectable warning strip per comments. The sign detail shows the loading zone sign. On C-11 they made a revision to the catch basin detail per DPW comments on the joints and polyethylene liner. On C-12 they added a big note that the Portsmouth historic fixture will be revised based on City experience with the previous model. On Sheet C-13 they added the doghouse detail. They showed the Portwalk paver crossing detail with the pavement depth. They added the truck and radius on Sheet C-14. The elevations show the relocation of the trash room and the additional retail on Maplewood Avenue.

Mr. Allen referred to Sheet C-6B showing the proposed basement sump pump. He asked if that is taking surface water runoff from the basement because it looks like it is going into their sewer system. Mr. Mikolaities confirmed it is just ground water. Mr. Crimmins confirmed that the ground water is meant to go into the stormwater system. The intent of the sump pump is to collect the trenches but it is just an emergency backup. Mr. Allen was fine with that.

Mr. Desfosses believed there were two traffic loops at the intersection of Deer Street and Maplewood Avenue. The right hand lane of Deer Street is thru traffic as well as right turn. Mr. Mikolaities agreed with him and they will change that.

Mr. Allen wondered whether they actually needed their note about informational purposes on Sheet C-6B because they could have a note that just refers to the detail on the pump system.

Mr. Frederick noted that on Sheet C-10 they are showing the parallel parking stall as an open stall and they should close that in.

Mr. Allen indicated that they are having an issue with a lot of retail sites downtown where they come back at a later date and become restaurants. Due to the impact on the City system, they are less inclined to forgive new developments the external grease trap. Mr. Allen is going to want a note that indicates that this site would require external grease traps for any kitchen or restaurant facilities. He

asked if the hotel space has kitchen facilities. Mr. Mikolaities confirmed it does not. They will only be serving continental breakfast.

Fire Inspector Roediger stated that there previously was a hydrant on Hanover Street between the Phase 2 lot and the corner of Hanover Street and Maplewood Avenue but he can't find it on the plan. Mr. Mikolaities stated that they removed the hydrant based on their meeting last week. Mr. Desfosses indicated there is a hydrant 80' up the street, right in front of Phase 2. Fire Inspector Roediger was concerned because if they lay a line across the street then they have closed the street. He felt they need to be careful about that. Mr. Allen would leave the placement of hydrants to the Fire Department. Fire Inspector Roediger would like to see the hydrant back where it was, although after discussion, he was willing to have it removed.

On Sheet C-7 Mr. Taintor asked about the floor drain in the trash room and wondered where it goes. Mr. Mikolaities responded that it will be tied into the building plumbing drawings and does not go to any internal sewer.

Mr. Taintor indicated that when he sent his notes over to Appledore this morning he did not expect them to address them today. He just wanted to give them a heads-up for what he was going to raise at this meeting. He appreciated the work they did to address them so quickly. He wondered how they want to move forward. Mr. Mikolaities confirmed they can submit a revised set of plans to the Planning Department by Wednesday. Mr. Taintor's biggest comment is to have all of the plans be consistent. They need to coordinate the lighting plans and the landscaping plans and the numbering needs to be a better sequence. Also, on the "informational purposes" notes, he felt it would be just as easy to do a Site Plan Revision if they are going to change the design. The notes are on two sheets and he felt they just raise more questions. Mr. Taintor felt they did a really good job of addressing all of his questions.

Mr. Allen indicated that, as they had just received these plans at the meeting, if there are any details that are beyond what comes out of this meeting, the TAC members will bring them forward to Mr. Taintor so that they can be added to his Planning Board report.

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

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Desfosses made a motion to recommend approval with stipulations. Fire Inspector Roediger seconded the motion.

Mr. Taintor asked for stipulations. Mr. Desfosses requested that the additional traffic loop be installed, the parallel parking space be completed on the detail sheet, clarifications on the sump pump systems, a note about the grease traps that no waivers will be allowed. Mr. Frederick requested that the loading zone be approved by the Parking and Traffic Safety meeting. After discussion, Mr. Frederick will check to make sure that the removal of the other parking spaces has been acted on by the City Council. Mr. Taintor requested that the City Council approve all easements to and from the City as well as possible licenses for any doors swinging out onto the sidewalk. Mr. Allen requested language regarding the maintenance of the drive ramp being the responsibility of the owner.

Mr. Mikolaities noted that the trash is under note #22 on Sheet C-51. Mr. Allen agreed that the note was sufficient.

Mr. Mikolaities confirmed they will deliver revised plans to the Planning Department tomorrow.

Mr. Allen felt that if the Fire Department deems that the fire hydrant on Hanover Street is necessary then he would recommend that it go back on the plans somewhere between Portwalk Place and Maplewood Avenue on Hanover Street. Mr. Desfosses felt it should be up by the retail building so that it does not affect parking. Mr. Allen felt that DPW could work with the Fire Department on location for that.

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

1. On Sheets C-5B, C-6B and C-8B, remove the references to the plans being submitted for informational purposes only.
2. On Sheets C-4, C-5A, C-5B, C-7 and C-8B, show an additional traffic loop in the right lane of the Deer Street approach to Maplewood Avenue.
3. On Sheet C-6B, clarify the reference to the basement sump pump.
4. On Sheet C-7, add a note stating that a separate grease trap shall be required for each restaurant, and that there shall be no waivers from this requirement.
5. On Sheet C-7, add a hydrant on Hanover Street between Maplewood Avenue and Portwalk Place, to be sited in consultation with the Fire Department.
6. The proposed loading zone on Hanover Street shall be approved by the Parking and Traffic Safety Committee and City Council.
7. All proposed easements shall be approved by the City Council.
8. Any required licenses (e.g., for door swings) shall be approved by the City Council.

Mr. Johnston asked which consultants they should have present at the Planning Board meeting. They were not planning to have architecture or traffic and he asked about landscaping. Mr. Taintor said he would reserve judgment on landscaping until he sees the revised plans but he did not believe they needed traffic or architecture to attend.

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IV. ADJOURNMENT was had at approximately 2:50 pm.
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Respectfully submitted,

Jane M. Shouse
Administrative Assistant