

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

2:00 P.M.

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

AUGUST 5, 2003

MEMBERS PRESENT: David M. Holden, Planning Director, Chairman
John Burke, Parking and Transportation Engineer;
David Allen, Deputy Public Works Director;
Chris LeClaire, Chief, Fire Department;
Tom Cravens, Engineering Technician (Water);
Alanson Sturgis, Chairman of the Conservation Commission;
and, David Desfosses, Engineering Technician (Engineering)

ALSO PRESENT: Lucy E. Tillman, Planner 1

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The Chair called the meeting to order at 2:10 p.m.
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A. The application of **David Lemieux** for property located at **43 Cornwall Street** wherein site plan approval is requested for the rehabilitation and conversion of the existing "Tire Loft" building to a six unit multi-family residence with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 138 as Lots 41 and 42 (lots to be combined) and lies within an Apartment district.

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Christian Smith of Beals Associates addressed the Committee and stated that he was representing the applicant, David Lemieux. The Chair interrupted Mr. Smith's presentation by stating that the Tire Loft is the doctor of all his (the Chair's) cars and inquired as to the actual owner of the property in question. Mr. Lemieux, who was sitting in the audience, replied that he was the owner of the property together with Lane Cheney who was also seated in the audience. The Chair was satisfied that he could sit on this application.

Mr. Smith continued on by stating that Attorney Pelech and Charlie Hoyt, architect for the project, were also present.

In making his presentation, Mr. Smith offered that the Board of Adjustment had granted the necessary approval to allow six residential units where four is the maximum allowed. The site is fully developed and utilitied. Mr. Smith went on to state that they would like to have individual service (domestic water) to each unit (3/4") with shutoffs in the right-of-way. External meter reader boxes would be provided with meters in the common area within the building. An easement would be provided for access.

Some existing pavement will be removed. An overlay for the remaining pavement will be provided. All this will result in the reduction of stormwater peak flow. Parking and travel aisles meet the requirements.

Mr. Smith then turned to the building elevations that were submitted during the meeting. The existing building will remain. Some trees and shrubs will be added to the site. Snow storage

will be in the landscaped areas with snow being trucked off-site, if excessive. Trash removal will be via curbside pickup. One handicapped accessible parking space will be provided as required. A 4" fire service is part of the proposal. Grading changes will be extremely minor.

Attorney Pelech addressed the Committee and stated that the overhead utilities could go underground from Cornwall Street to the building, if the Committee so chooses. (The Committee did so choose.)

Let the record show that Mr. Burke arrived at this point in the proceedings.

Attorney Pelech went on to state that the travel aisles would be in excess of 30' in width. It was his opinion that there would be ample room for vehicles to turn-around adding that many, many parking configurations had been reviewed and that the one before the Committee seemed to be the best.

The Chair made a call for other speakers.

An abutter, who lives directly across the street from this project, Eugene Franceware, spoke in favor of the application and stated that the applicant had been most cooperative with everybody concerned and was willing to cooperate fully with all around him.

The Chair made a second, third and final call for speakers. Seeing no one rise, the Chair declared the Public Hearing closed and awaited discussion and action on the part of the Committee.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Sturgis moved to approve with stipulations. Mr. Desfosses seconded the motion.

The Chair inquired as to what was meant by "record title unclear" as noted on the plan. Mr. Smith explained that, essentially, in speaking with the land surveyors, they could find nothing where that portion of land was conveyed to an abutting parcel. According to Mr. Smith, the abutter is not contesting the issue whatsoever. Mr. Smith added that all the deeds show the parcel as virtually a square lot. Discussion ensued on the existing fence that appeared to be placed on the property in question in error. Attorney Pelech explained that an agreement had been reached whereby an easement would be granted for the fence to remain.

The Chair asked that bumper stops be provided on the northerly side to prevent vehicles from crossing over the property line. Attorney Pelech responded that there is an existing stockade fence for the bulk of that area; however, he added that wheel stops would be provided, if necessary.

Mr. Allen reminded the applicant that the City has a tariff that calls for one water service per lot; that individual services would require six taps in the same hole or a series of trenches. He asked that the applicant work with the Department of Public Works on a resolution of this issue.

Mr. Allen then expressed his concern on the proposed parking configuration. He stated that he could envision six Excursions on one side and three Excursions on the other side backing into the street. Mr. Smith replied that it was not their intent to have vehicles backing into the street. It was Mr. Allen's feeling that, in reality, the vehicles would back out onto the street; it being his feeling that there would not be enough room to spin around and come out. Mr. Smith still felt there was enough maneuvering room and suggested posting a sign, "No backing out onto Cornwall Street". The Chair commented, tongue in cheek, that such should be effective.

Mr. Desfosses pointed out that the spaces next to the handicapped space are 8' wide and need to be 8 ½' wide. He inquired as to how that would affect the proposed layout. Mr. Smith felt that he had the necessary 1 ½' to bump out the spaces.

Mr. Desfosses commented that the landscaped islands in the front should be on the street line and should be curbed to match existing adding that he wants the street to be straight.

Discussion then ensued on the provision of dumpsters or trash receptacles. Mr. Smith reiterated that the project would have curbside pickup; that the tenants/condominium owners would keep trash on their own patios. Mr. Lemieux explained that the proposed external wooden stairway shown on the plan would be removed; that there would be an internal set of stairs accessing the second units. The Fire Chief inquired if there would be one egress for the second and third floors with Mr. Lemieux explaining that the building would be fully sprinklered.

The Chair suggested that the application be tabled to allow for the plans to be updated. Mr. Allen so moved. Mr. Sturgis seconded the motion.

Ms. Tillman inquired as to how close the building was to the property line on the right with the response being approximately 2'.

Returning to the issue of patios, Mr. Lemieux explained that they would be block patios (pavers), at grade, with an impervious surface. The question was asked if they would be above 18" with the response being in the negative.

Mr. Desfosses expressed his concern that stormwater runoff would wash across the landscaped island in the front. He also suggested that the back island be kept off the pavement by at least 5' so that the area could be plowed.

Discussion returned to the parking configuration with Mr. Allen stating that he could not see a three point turn. Attorney Pelech spoke to providing a paved turn around in the vicinity of the landscaped island. It was Mr. Allen's feeling that the first guy in would park there. The suggestion was made that the applicant return with a proposal that would show how the parking configuration would work. The Chair commented that this is not an area with a lot of on-street parking. Mr. Burke added that the applicant doesn't want to create conflicts on site.

The Fire Chief inquired as to the patio locations with the architect, Charlie Hoyt, responding. Mr. Lemieux added that fencing or arborvitae could be used in providing privacy. It was Mr. Desfosses' opinion that one would not be able to get out of the handicapped space without backing over the patio.

The Chair felt that the site plan needed to have some templates on it or, at least, show everything that is going to be on the site to make sure the site works.

Ms. Tillman noted that the electric meter adjacent to apartment 2 appears to be in the area of the patio and, perhaps, the entry door and asked that a note be added to the plan should the meter need to be moved or removed.

The Chair stated that the plans could be reviewed at the pre-TAC meeting to be held at 9:00 a.m. on September 2nd and asked that the plans be reviewed by Lucy Tillman and David Desfosses prior to that time.

Attorney Pelech pointed out that the issue of rubbish enclosure was still outstanding. Mr. Holden inquired if the rubbish would be picked up curbside. Mr. Desfosses indicated that there was disagreement as to whether the City provides curbside pickup for condominiums.

The Chair stated that the site needs to be made less busy and that the parking lot was being asked to serve too many masters.

The motion to table the application to the September 2nd meeting of the Committee passed unanimously.

Some of the comments of the Committee follow:

1. That the site plan indicate bumper stops for the parking spaces adjacent to Lots 39 and 40 on Tax Map 138;
2. That the scale in the revision block of Sheet 2 of 3 be corrected;
3. That the site plan be stamped;
4. That the issue of individual water services be resolved with the Public Works Department and that the water services be indicated on the plan;
5. That the parking spaces indicated on the site plan should be at least 8 ½' wide;
6. That the landscaped islands in the front should extend to the street line and should be curbed to match existing;
7. That the proposed external wooden stairway be removed from the site plan;
8. That the site plan indicate that the construction of the water line shall conform with Portsmouth Water Division construction standards;
9. That the site plan indicate that 6 mil poly be used to wrap the water main if metal gas lines are installed;
10. That the location of the proposed trees be reviewed with Lucy Tillman of the Planning Department so that the trees do not interfere with the water service or become too dense in the future;
11. That the site plan indicate the location of granite curbing;
12. That a note be added to the plan if the electric meter adjacent to apartment 2 needs to be moved or removed;
13. That a note be added to the plan that the spike at the right front corner of the lot be reset if it is going to be removed;
14. That the height of the proposed hydrant on the left side of the property be reviewed;
15. That the site plan include spot grades;
16. That the site plan indicate the utilities as being underground;
17. That note 3 on Sheet 2 be corrected as to the ownership of the property;
18. That the applicant come back with a proposal to show how the on-site parking is going to work;
19. That the proposed patios be indicated on the site plan; and,
20. That the issue of a rubbish enclosure is still outstanding and requires further review.

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B. The application of Michael **Brigham** for property located at **487 Cutts Avenue** wherein site plan approval is requested for the creation of a seven lot subdivision ranging in lot size from 15,078 s.f. ± to 25,612 s.f. ± with five of the proposed lots having access off a proposed cul-de-sac off Cutts Avenue. One proposed lot will have access off Chase Drive and the remaining proposed lot will have access off Michael Succi Drive with related paving, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Plan 210 as Lot 26 and lies within a Single Residence B district.

The Chair read the notice into the record.

SPEAKING TO THE APPLICATION:

Dennis Moulton of Millette, Sprague & Colwell addressed the Committee and stated that he was representing the developers of the site, Mike Brigham and John O'Neil. Mr. Moulton explained that the previous plan that received a favorable recommendation from this Committee called for a six lot subdivision with the acquisition of some property to the north for the required cul-de-sac width. The proposal before the Committee at the present time is a seven lot subdivision with land from the Boston property being used for the cul-de-sac. Property from the lot in question will be conveyed, in turn, to the Boston property. Five lots will have access off the new cul-de-sac. One lot will have access from Michael Succi Drive and one lot will have access from Chase Drive.

The proposal calls for very minimal impact to the existing tidal buffer zone. The only disturbance will be the construction of a driveway and sewer lateral. The driveway will be of an impervious surface; such as, gravel in accordance with the recommendation from the Conservation Commission.

Mr. Moulton felt that the water service would be improved with a new 10" line. An 8" line will come down off the cul-de-sac and an easement will be provided for such. Utility lines will be underground. Stormwater drainage will be directed to a catch basin at the lower end of the new right-of-way. An existing catch basin is located on Chase Drive. The new sewer line will also serve the Boston property allowing that property to come off a septic system. Very minimal impact will be had to the buffer and the Shoreland Protection area compared with previous proposals.

Mr. Moulton reviewed the stipulations contained in the June 4th letter of decision:

1. That a letter be submitted to the Planning Department with a sketch attached thereto setting forth the rock/ledge crushing plan including the hours of operation and a start and finish time for the project;
Mr. Moulton indicated that this stipulation was still pending and would be submitted as soon as possible.
2. That Cutts Avenue be video taped before construction takes place. It is understood that the developer agrees to provide an overlay to correct any damage;
Mr. Moulton stated that such would be done during the construction period.
3. That it is understood that the Planning Department will make a recommendation to the Planning Board when it reviews this site plan; that final approval be tabled until all Federal and State Permits are in hand;
Mr. Moulton was in complete agreement with this stipulation and stated that they were currently awaiting Site Specific and Wetlands Permits.
4. That there will be no sale of crushed rock from this site;
Mr. Moulton did not anticipate much of a surplus of crushed rock with the new design adding that there would not be the huge ledge removal as with previous plans.
5. That the right-of-way shall be monumented in accordance with City standards;
Mr. Moulton indicated that the work would be done.
6. That the sewer line configuration shall be reviewed and approved by Peter Rice of the Public Works Department;
Mr. Moulton stated that he had met with Peter Rice a few weeks ago and had submitted a detail of the sewer profile and plan.
7. That the note on the site plan indicating proposed water and sewer conveyance indicate proposed sewer and drainage;
Mr. Moulton indicated that the change had been met.

8. That the applicant work with Tom Cravens of the City's Water Division regarding the replacement of the 6" and 8" water lines with a plan and profile of Cutts Avenue to be provided;
Mr. Moulton informed the Committee that he had talked with Mr. Cravens; that revised details had been submitted to Peter Rice with a note to talk to Tom Cravens.
9. That the note on the site plan indicating the reconnection of the existing laterals indicate the reconnection of the existing laterals and hydrant;
Mr. Moulton indicated that such had been done.
10. That a mechanical engineer determine the water size servicing the lower two lots;
Mr. Moulton indicated that such needed to be done. The Chair stated that such should be done by the time the Planning Board meets.
11. That the note on the site plan, WSO (TYP.), at the corner of Chase and Michael Succi Drives be deleted;
Mr. Moulton indicated that such had been done.
12. That the Technical Advisory Committee recommends that the requests for waivers on the sidewalk and the width of the cul-de-sac be denied. That the cul-de-sac be built in accordance with the street standards of a 50' right-of-way with 32' of pavement. However, notwithstanding the above, if the Planning Board desires and as a part of the new Master Plan Planning Process, it could direct the Technical Advisory Committee to advise the Board on a possible amendment to the *Subdivision Rules and Regulations* regarding residential street standards. As such, this project could go forward and, as appropriate, any street changes could be considered as an amendment to the site plan; and,
Mr. Moulton stated that he would be talking about the waivers later on in the meeting.
13. That as the subdivision plan that has received Preliminary Approval from the Planning Board has changed substantially, Preliminary Approval will be re-advertised and considered by the Planning Board and that the new subdivision plan will indicate the elimination of the proposed Petroulis lot line relocation and the inclusion of the proposed Ricci lot line relocation
Mr. Moulton explained that Preliminary Subdivision Approval had been obtained for the configuration before the Committee; that necessary steps are being taken to get back to the Planning Board for Final Approval.

The Chair indicated that he thought that Mr. Moulton had done a very good job. Mr. Moulton returned to the subject of waiver requests.

Attorney Pelech stated that a huge area of pavement results when City standards are followed; that in so doing, a lot of natural resources are destroyed thereby eating up a lot of green area. He went on to state that such is very obvious when one looks at the roadway created for the two lot subdivision off Peverly Hill Road and the small Wholey Way subdivision. He asked that some consideration be given to reducing the width of the cul-de-sac. He noted that the proposed cul-de-sac goes onto Cutts Avenue which is not a wide roadway. He went on to state that they are attempting to put green space in the middle of the cul-de-sac. Attorney Pelech indicated that they are desirous of continuing to work with the City on the creation of new road standards. It was his opinion that a narrower cul-de-sac would be aesthetically more appropriate for a small subdivision. Attorney Pelech also spoke to the request for a waiver of the sidewalk requirement pointing out that there are no sidewalks on Cutts Avenue.

The Chair made three calls for speakers. Seeing no one rise, the Chair declared the Public Hearing closed.

DISCUSSION AND DECISION OF THE COMMITTEE:

Mr. Sturgis moved to approve the site plan with stipulations. Mr. Desfosses seconded the motion. Much discussion ensued on the waiver requests with Mr. Desfosses suggesting that the actual center of the cul-de-sac could be narrower with some green space. Stipulation #9 below deals with the waiver requests.

The question was asked as to whether the issue of exhaust vents had been resolved with the response being that the issue was no longer relevant and that Peter Rice would be reviewing the final sewer design.

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

1. That a letter be submitted to the Planning Department with a sketch attached thereto setting forth the rock/ledge crushing plan including the hours of operation and a start and finish time for the project;
2. That Cutts Avenue be video taped before construction takes place. It is understood that the developer agrees to provide an overlay to correct any damage;
3. That it is understood that the Planning Department will make a recommendation to the Planning Board when it reviews this site plan; that final approval be tabled until all Federal and State Permits are in hand;
4. That there will be no sale of crushed rock from this site;
5. That the right-of-way shall be monumented in accordance with City standards;
6. That the sewer line configuration shall be reviewed and approved by Peter Rice of the Public Works Department;
7. That the applicant work with Tom Cravens of the City's Water Division regarding the replacement of the 6" and 8" water lines with a plan and profile of Cutts Avenue to be provided;
8. That a mechanical engineer confirm the water size servicing the lower two lots prior to the Planning Board meeting;
9. That the Technical Advisory Committee recommends that the requests for waivers on the sidewalk and the width of the cul-de-sac be denied. However, a meeting will be scheduled before the next Planning Board meeting with administrative staff to see if it is possible to craft a standard that would be limited to residential streets. Such a standard would be shared with the applicant, his attorney, and the Planning Board with the indication that the proposed standard should be part of the Master Plan process;
10. That all monuments to be set shall be indicated on the subdivision plan;
11. That the developer shall pay for the services of a private consultant, picked by the Department of Public Works, who will oversee the engineering aspect of this project;
12. That the drop manhole detail be revised to conform with Department of Public Works standards;
13. That a street name sign be provided as well as stop signs and a "No Outlet" sign;
14. That a formal request for the name of the street be submitted to the Planning Board;
15. That the location of the sewer and drainage lines be reviewed with the Public Works Department;
16. That cross sections be provided for the new road with 50' stations;
17. That "as built" be submitted at the end of the project;
18. That the catch basin spec be changed from 420-4 to 420-3;
19. That an easement be provided for the drain line crossing proposed Lot 7;

- 20. That the proposed driveway for Lot 7 be due to its proximity to the intersection;
- 21. That the landscaping plan be reviewed by Lucy Tillman of the Planning Department;
- 22. That the number and location of gate valves at the intersection of Cutts Avenue and Chase Drive be reviewed with Tom Cravens of the Public Works Department;
- 23. That there be two individual shut offs for the water services in the location of the railroad tracks;
- 24. That temporary above-ground water lines be provided, to include hydrants as well, during the construction of the project; and,
- 25. That any existing septic system be abandoned in accordance with State standards.

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II. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned.

These minutes were taken and transcribed by Barbara B. Driscoll, Administrative Assistant in the Planning Department.