

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

Remote Meeting Via Zoom Conference Call

Per NH RSA 91-A:2, III (b) the Chair has declared COVID-19 outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-24, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

2:00 PM

MARCH 2, 2021

MINUTES

MEMBERS PRESENT: Juliet TH Walker, Chairperson, Planning Director; Peter Britz, Environmental Planner; David Desfosses, Construction Technician Supervisor; Eric Eby, Parking and Transportation Engineer; Patrick Howe, Fire Department; Darrin Sargent, Police Captain; Nicholas Cracknell, Principal Planner and Robert Marsilia, Chief Building Inspector

MEMBERS ABSENT:

ADDITIONAL

STAFF PRESENT:

I. APPROVAL OF MINUTES

A. Approval of minutes from the February 2, 2021 Site Plan Review Technical Advisory Committee Meeting.

Mr. Desfosses clarified that the comment on page 4 referred to the lumber yard, not the new project area.

Mr. Desfosses moved to approve the minutes from the February 2, 2021 Site Plan Review Technical Advisory Committee Meeting as amended, seconded by Mr. Britz. The motion passed unanimously.

II. OLD BUSINESS

A. The application of **Banfield Realty, LLC, Owner**, for property located at **375 Banfield Road** requesting Site Plan review approval for the construction of a 75,000 s.f. Industrial Warehouse building and associated parking, stormwater management, lighting, utilities and landscaping. Said property is shown on Assessor Map 266 Lot 7 and lies within the Industrial (I) District.

DISCUSSION AND DECISION OF THE BOARD

Mr. Desfosses moved to postpone this application to the next Technical Advisory Committee Meeting, seconded by Mr. Howe. The motion passed unanimously.

B. The application of the **Frederick Watson Revocable Trust, Owner**, for property located at **1 Clark Drive** requesting Preliminary and Final Subdivision approval to subdivide a lot with an area of 137,176 s.f. and 75 ft. of continuous street frontage into four (4) lots and a proposed new road as follows: Proposed lot 1 with an area of 20,277 s.f. and 137.23 ft. of continuous street frontage; Proposed Lot 2 with an area of 17,103 s.f. and 100 ft. of continuous street frontage; Proposed Lot 3 with an area of 20,211 s.f. and 100 ft. of continuous street frontage; and Proposed Lot 4 with an area of 53,044 s.f. and 592.50 ft. of continuous street frontage. Said property is shown on Assessor Map 209 Lot 33 and lies within the Single Residence B (SRB) District.

SPEAKING TO THE APPLICATION

Eric Saari from Altus Engineering spoke to the application. An 8-foot path has been added from Market St. to the subdivision. They met with the Trees and Greenery Committee about what street trees to use. The Committee will make recommendations during the construction phase. Generic 2,500 sf boxes have been added to show where the houses will be. A note about sprinklers has been added to the plan. The part of the existing chain link fence that runs along the road to the tree line has been replaced with a solid fence to limit visibility to the new house. The applicant has decided to make this a private subdivision which will require a homeowner's association.

TAC Comments:

- The proposed cross-section for the private road does not comply with the City's minimum requirements for residential subdivisions, therefore a waiver request will be required.
 - Mr. Saari agreed that they needed a waiver and will make sure it's there for the Planning Board presentation.
- The path leading to Market Street has been widened to 8 feet, which is the minimal width for two-way bike and ped travel. The City would prefer the path to be 10 feet wide.
 - Mr. Saari responded that they could make it 10 feet. The fence on the right-hand side of the path has been eliminated to make room.
- A blanket easement will be required over the ROW parcel for the purpose of valve access and leak detection for the water system.
 - Mr. Saari confirmed that would be updated.
- Neighboring parcel 209/32 is to have full legal access to the new private ROW and utilities.

- Mr. Saari responded that they have no problem with them tying to the road in the future, but they will need to share the maintenance burden of the roadway with the homeowner's association.
- The fences on either side of the pathway out to Market St shall be no closer than 2' to the edge of the path on either side of the path while still being contained in the easement if they are to be replaced.
- The current 6" water connection in Cutts St will need to be abandoned by the applicant entirely by removing the valve and bolting on a blind flange to the tee. This work must be completed no later than the end of May 2021 so that the final road pavement can be placed.
 - Mr. Saari confirmed that they would coordinate with the DPW on the demolition plan.
- The location of the stormwater management system seems to be problematic for long-term and routine maintenance and inspections as it will require crossing private lawns to access.
 - Mr. Saari responded that the whole thing will be owned by the homeowner's association. The maintenance access for the sewer can be used for storm water access too. Ms. Walker questioned if there was an existing curb cut there. Mr. Saari responded that it will be platform in the grass. There will be a gate in the existing fence and DPW will have keys to that. Trucks will drive over the curb. Ms. Walker questioned if the fence was on City property. Mr. Saari responded that it was installed by the property owner. The intent was for it to not be on City property. The culvert is in the City right of way. Mr. Britz questioned if the culvert had a lot of flow. Mr. Saari responded that it was very minor. There is a tiny amount of runoff between the parcel and the edge of curb on the sidewalk.
- The rain garden back berm needs to be constructed of materials that are not easily susceptible to erosion. This area is to remain mowed and maintained. There should be clear direction in the stormwater report about if and when to change the media and what to use. This should become part of the homeowner's association documents. The installation of the rain garden is to be witnessed by the design engineer and there are to submit a letter of compliance to DPW that the structure is built correctly.
 - Mr. Saari responded that they will construct it with onsite soils. Details can be added to the plan. There will also be 6 inches of loam and seed on the berm. The storm water maintenance manual includes mowing. If it doesn't drain in 72 hours, then they would call an engineer. Mr. Desfosses noted that the maintenance plan should be included in the homeowner's association documents. Mr. Saari confirmed a note would be added.
- The rip rap overflow from the rain garden over flow weir should extend down the entire slope to a plunge pool where its velocity can be minimized before release onto the marsh.
 - Mr. Saari did not agree. It is 10 feet wide with a granite level spreader. Anything coming out of that will sheet flow to a stable thick buffer. It should not have erosive velocity. It is a stable buffer, and they don't want to cut up more. No erosion problem is anticipated. Mr. Desfosses responded that it was a long slope down to the wetlands. The concern there is if they don't keep the media clean, then it could be a problem. Mr. Saari commented that they will add another outlet

structure to give additional overflow. That way the flow to the weir is minimized. Mr. Desfosses confirmed that was fine.

- The rain garden should be of sufficient size and shape to mitigate all of the design storms regulated with 12” of freeboard above what is spilling over the weir, please confirm that it is.
 - Mr. Saari responded that if it doesn’t, then they will raise the berm. Also, having an additional outlet structure will help that.
- All of the new sewer laterals means, methods, materials and installation shall be approved and witnessed by DPW prior to backfilling. Sewer laterals travelling together shall be at least 3’ clear space apart and located on the appropriate lot in their entirety.
 - Mr. Saari responded that there was a note about coordinating with DPW for these installations. They can add language about witnessing and stamped approval.
- Roadway catch basins should be cleaned biennially and the road is to be swept yearly in the early spring.
 - Mr. Saari responded that note would be added.
- Use ½” 50 gyration for sidewalk binder course.
 - Mr. Saari agreed.
- Applicant shall enter into a maintenance agreement with Portsmouth water regarding the hydrant.
 - Mr. Saari confirmed that would be done. It will go with the easement for the sewer and valves.

Mr. Howe commented that it should be noted somewhere in the homeowner’s association documents that they need to do a flow test every 5 years. Mr. Saari confirmed that would be added.

PUBLIC HEARING

The Chair asked if anyone 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

Ms. Walker commented that now that this was a private subdivision it doesn’t fall under the Trees and Greenery Committee. They can get their input, but it is not required any more.

Mr. Desfosses moved to **recommend approval** to the Planning Board, seconded by Mr. Howe with the following stipulations:

To be completed or verified prior to Planning Board review:

- 1) The proposed cross-section for the private road does not comply with the City’s minimum requirements for residential subdivisions, therefore a waiver request will be required.
- 2) The path leading to Market Street shall be widened to 10 feet.
- 3) The fences on either side of the pathway out to Market St shall be no closer than 2’ to the edge of the path on either side of the path while still being contained in the easement if they are to be replaced.
- 4) The rain garden back berm needs to be constructed of materials that are not easily

susceptible to erosion.

- 5) The Stormwater Operations and Maintenance Plan should indicate that this area is to remain mowed and maintained.
- 6) There should be clear direction in the SOMP about if and when to change the media and what to use.
- 7) The Stormwater Operations and Maintenance Plan shall be referenced in the Homeowner's association documents.
- 8) The overflow weir shall be modified as discussed at the TAC meeting and the applicant shall confirm that the rain garden will be of sufficient size and shape to mitigate all of the design storms subject to final review and approval by the DPW.
- 9) Sewer laterals travelling together shall be at least 3' clear space apart and located on the appropriate lot in their entirety.
- 10) Plans shall note that a flow test shall be conducted every 5 years.
- 11) TAC members noted that due to the fact that the road is now proposed as a private road, it no longer requires Trees and Greenery Committee review.

Recommended as conditions of Planning Board approval:

- 12) Property owners shall provide an access easement to the City for water valve access and leak detection. The easement shall be reviewed and approved by the Planning and Legal Departments prior to acceptance by the City Council.
- 13) Neighboring parcel 209/32 shall have full legal access to the new private road and utilities.
- 14) The current 6" water connection in Cutts St will need to be abandoned by the applicant entirely by removing the valve and bolting on a blind flange to the tee. This work must be completed no later than the end of May 2021 so that the final road pavement can be placed.
- 15) The Engineer of Record shall submit a written report (with photographs and engineer stamp) certifying that the stormwater infrastructure was constructed to the approved plans and specifications and will meet the design performance.
- 16) All of the new sewer laterals means, methods, materials and installation shall be approved and witnessed by DPW prior to backfilling.
- 17) A note shall be added to the plans and the Stormwater Operations and Maintenance Plan that the roadway catch basins shall be cleaned annually and the road is to be swept yearly in the early spring.
The detail for the sidewalk shall be adjusted to show use of 1/2" 50 gyration for sidewalk binder course.
- 18) Applicant shall enter into a maintenance agreement with the City of Portsmouth Water Division regarding hydrant flushing.

The motion passed unanimously.

III. NEW BUSINESS

A. The application of the **Woodbury Cooperative, Inc.**, Owner, for property located at **1338 Woodbury Avenue** requesting Site Plan Review approval for the demolition of two existing structures and replacement and reconfiguration of existing mobile home units with

associated grading, pavement, lighting, utilities, landscaping and other site improvements. Said property is shown on Assessor Map 237 Lot 70 and lies within the MRB District.

SPEAKING TO THE APPLICATION

Ryan Libbey spoke to the application. They have been over the plan set a couple times. There were changes to sheet 4 with the layout to some of the water and sewer surfaces. They were adjusted in order to maintain proper setbacks from each other.

TAC Comments:

- The pavement edge line should tie into the corner of the property at Old Woodbury Ave, rather than the edge of the abutter's driveway.
 - Mr. Libbey agreed and confirmed they would make the change.
- A stop sign and stop line should be provided on the driveway approach to Woodbury Ave.
 - Mr. Libbey responded that the detail would be added.
- A blanket easement will be required over the parcel for the purpose of valve access and leak detection for the water system.
 - Mr. Libbey agreed.
- The services in Echo Ave shall be terminated to the satisfaction of Portsmouth Water/Sewer Divisions
 - Mr. Libbey confirmed it was currently noted on the plan.
- The site plan is currently shown removing a small amount of asphalt paving on lot 237/71. Do you have permission to do that?
 - Mr. Libbey responded that this tied in with the first comment. It is not happening, so they don't need permission.
- Sewer connections to the City system need to be witnessed by Portsmouth Sewer. The entire system must be tested to ensure the system is tight with no groundwater leaks to the satisfaction of the City.
 - Mr. Libbey responded that a note will be added. Mr. Libbey questioned if the standard pressure test was for the whole system or by component. Mr. Desfosses responded that they should test it all in the same day including the cleanouts as they go, vacuum the manholes, and the sewer pressure. Ms. Walker questioned if there was specific timing for this. Mr. Desfosses responded that it should be part of the install of the sewer and will be witnessed by Portsmouth sewer.
- Work in the Portsmouth ROW's will require excavation permits. As previously stated, the City may provide some assistance with the work on old Woodbury Ave a formal request needs to be submitted.
 - Mr. Libbey responded that they were working on getting a permit application for that. Ms. Walker noted that they don't need to submit it now, but if they are looking for financial assistance on the cost to remove the pavement there should be a formal letter.
- There is no water shut off shown for unit 13 or the apartment building.
 - Mr. Libbey confirmed that would be updated.

- The 8” water main entering site should be downsized immediately following the hydrant connection. The hydrant needs its own 6” gate valve (please show it) on the hydrant lateral. The 4” valve should be mounted directly behind the hydrant tee.
 - Mr. Libbey confirmed they could change that connection as requested.
- Flush valve detail references an 1.5” corporation in the main. 2” corporation with 2” copper water line to hydrant.
 - Mr. Libbey confirmed that would be updated.
- Water main to be bagged in poly wrap and three brass wedges shall be installed in each bell joint for water main tracing in the future. Contactor to meet with Portsmouth water before starting project.
 - Mr. Libbey confirmed that could be updated and questioned if there was a specific poly wrap that should be used. Mr. Desfosses responded that he would follow up.
- It is still not clear in the sewer service detail that the concrete slab is not bonded to the sewer lateral. This must be shown properly. The 6” sewer should come through an 8” hole in the slab.
 - Mr. Libbey responded that they will make a larger detail and add a note to clarify.
- There needs to be a ball valve both before and after the water meter.
 - Mr. Libbey confirmed that would be updated.
- Water services to homes must be 1” or larger.
 - Mr. Libbey confirmed that would be updated.
- Applicant shall enter into agreement with Portsmouth Water regarding flushing hydrant.
 - Mr. Libbey questioned if this was similar to a blanket easement. Mr. Desfosses responded that it was a permit in itself. Right now, it is a free permit just to get on the list for flushing hydrants. Ms. Walker questioned if they do that on an annual basis. Mr. Desfosses responded that it was a private hydrant, so the City would not do it unless there was a permit to do so.

PUBLIC HEARING

The Chair asked if anyone 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. Desfosses moved to **recommend approval** to the Planning Board, seconded by Mr. Howe with the following stipulations:

To be completed prior to Planning Board review:

- 1) The pavement edge line should tie into the corner of the property at Old Woodbury Ave, rather than the edge of the abutter’s driveway.
- 2) A stop sign and stop line should be provided on the driveway approach to Woodbury Ave.
- 3) Add a water shut off for unit 13 or the apartment building.
- 4) The 8” water main entering the site should be downsized immediately following the hydrant connection. The hydrant needs its own 6” gate valve (please show it) on the hydrant lateral. The 4” valve should be mounted directly behind the hydrant tee.

- 5) Flush valve detail references a 1.5” corporation in the main. Update detail to reflect 2” corporation with 2” copper water line to hydrant.
- 6) Plans shall note that the water main is to be bagged in poly wrap and three brass wedges shall be installed in each bell joint for water main tracing in the future per details approved by DPW.
- 7) The sewer service detail shall be revised to show that the concrete slab is not bonded to the sewer lateral. The 6” sewer should come through an 8” hole in the slab.
- 8) There needs to be a ball valve both before and after the water meter.
- 9) Water services to homes must be 1” or larger.

Recommended as conditions of Planning Board approval:

- 10) Property owners shall provide an access easement to the City for water valve access and leak detection. The easement shall be reviewed and approved by the Planning and Legal Departments prior to acceptance by the City Council.
- 11) The services in Echo Ave shall be terminated to the satisfaction of Portsmouth Water and Sewer Divisions.
- 12) Sewer connections to the City sewer system need to be witnessed by Portsmouth Sewer. The entire system must be tested to ensure the system is tight with no groundwater leaks to the satisfaction of the City.
- 13) Work in the Portsmouth ROW’s shall require excavation permits.
- 14) Contractor shall meet with Portsmouth Water Division before starting project.
- 15) Applicant shall enter into a maintenance agreement with the City of Portsmouth Water Division regarding hydrant flushing.

The motion passed unanimously.

IV. ADJOURNMENT

Ms. Walker adjourned the meeting at 2:36 p.m.
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Respectfully submitted,

Becky Frey,
Acting Secretary for the Technical Advisory Committee