

**HOOKSETT
TECHNICAL REVIEW COMMITTEE (TRC)
MEETING MINUTES
HOOKSETT MUNICIPAL BUILDING – room 204
Thursday, January 8, 2009**

CALLED TO ORDER

J. Duffy called the meeting to order at 9:10 am.

ATTENDANCE

Town of Hooksett

J. Duffy, Town Planner, D. Tatem, Stantec, P. Rowell, Building Dept., M. Hoisington, Fire Dept., S. Colburn, Fire Dept., J. Daigle, Police Dept., Carol Granfield, Interim Town Planner (arrived @ 9:30am), and D. Boyce, Recycle/Transfer Station (arrived @ 10:10am).

HOOKSETT ROAD MIXED USE, 1125 Hooksett Road, Map 41, Lot 12

Representing the Applicant

Todd Connors, Sublime Civil Consultants, Inc., and Steve Freeman, MCCI Construction.

1. Hooksett Road Mixed Use (plan #08-27)

J. Duffy: Presented an overview. Non-residential site plan to redevelop the lot for 9,000 sf GFA mixed use (6,000 sf office and 3,000 sf retail space) in a 2-story building with 36 parking spaces, utility, and drainage improvements. This applicant previously appeared before the TRC 7/10/08.

T. Connors: We were at the TRC a few months ago. We have moved forward with the plan. What you have in front of you has more detail. We are looking to get into the process of review. We will start by going to the Sewer Dept. and Conservation Commission. We will need a NHDOT permit.

J. Duffy: This is the site of the old ice cream depot.

T. Connors: The pad is still there. What we are proposing is 9,000 sq ft building. 3,000 sq ft will be a walkout facing Hooksett Road. The backside is for dentist and another business.

P. Rowell: 3x tenants?

T. Connors: 3,000 sq ft for retail tenants 1st floor and 6,000 sq ft for medical tenants on the 2nd floor. Site building will be sprinklered. Met with M. Hoisington July/August 2008. We need a turnaround in the back. The upper parking area is 96 ft from driveway to the end of the parking spaces. Turnaround is still OK if it is less than 100 ft. We also talked about access to the two floors. There is no staircase. There is a dedicated panel on the Northwest corner of the building. There is sidewalk access. The recessed separate outside door will have fire controls. We calculated 36 parking spaces. The site has difficult grading. There are 17 front parking and 19 back parking. The dumpster is in the back. The snow storage areas are identified on the plan. There is an existing sewer stub; therefore no further excavation is needed. The water is on our side. We will disconnect the existing water service and replace it with an 8-inch pipe up to the building.

P. Rowell: Water split down the street?

T. Connors: I will check with Manchester Water Works.

D. Tatem: There must be a shutoff gate some where for the domestic service.

T. Connors: We will double check with Manchester Water Works. The transformer location, we may not need this. We will talk to PSNH. The drainage game plan is to reconstruct the existing detention pond to make it larger to detain the flow from Mammoth Road. For the culvert and small stream channel, as it gets to the property, it has an eroded channel. We will rip up this channel and make it better. There are catch basins and the outlet is impervious into a bio-retention swale. We are looking at the new DES manual and trying to meet their requirements as best we can. We will develop details to include cross-sections. We did a test pit. The soils are fine and they hold water pretty good.

D. Tatem: Fill section?

T. Connors: At the Northwest corner of the parking lot; 2-ft fill. We will dig a test pit in this area. We would like to take roof fills.

D. Tatem: Then you would not need a 4-ft separation.

T. Connors: At the South side there is a small fill (bit of a slope), not sure what we want to do there. The bio-retention swale is not infiltrated. It is an under-drain system. The catch basin is dead center in the street. This is what we will design around. The pond itself is in the back corner of the property. It is approximately 3:1 to the high water mark in the pond. The back cut section has a 1:1 slope with riprap. We will need geotech a design.

D. Tatem: If you do 3:1, you will need a waiver for this. If it won't fit and it is not too much on the site, this may be a reasonable design.

T. Connors: The retaining wall by the turnaround, what are your requirements? Shop drawing or a design plan stamped?

D. Tatem: Typical detail required, stamped prior to the pre-con meeting. What is holding up the back slope?

S. Freeman: It is at about an 8 ft cut.

T. Connors: We are proposing boulders. Some cut in the back. We may have some boulders we could use.

D. Tatem: The Board Ok'd a recent change to another project for a boulder wall. Can you get a 1:1 slope?

T. Connors: Boulders will be a substantial size on the bottom.

P. Rowell: Will you have fencing and guardrails? The pond won't hold water, how does the Town do this?

D. Tatem: The boulder wall will have a 4 ft chain link fence. Turnaround?

T. Connors: We will provide turning templates.

D. Tatem: The turnaround needs to handle the length of the 42 ft ladder truck and the overhang from the bumpers.

T. Connors: Exhibits on the plan?

D. Tatem: Don't do an extra full sheet. The pedestrian and traffic simulation plans with spacing, two way/one way traffic, this may be good to put on your templates.

T. Connors: I have this on my site plan. I will keep an 8 ½ x 11 sheet at this time. The 11x17 plans I submitted have no landscape notes. The full size 22x34 to Dan & Jo Ann have the notes. We have tried to make sure we have the right # of plants. Side landscape will be buffered with trees (evergreens - inclined to take some and place in the back). We wanted to clarify that the properties behind to the East are residential. The Performance Zone (PZ) goes all the way up to Mammoth Road. It technically goes by zone not the use?

D. Tatem: Board will be open for comments from the residential owners.

J. Duffy: How dense is the buffer with the residential owners?

D. Tatem: The buffer on your property, not the abutters. If you could, get the 2x residential abutters to sign-off on the landscape design.

T. Connors: Residential behind the turnaround, there is an 8ft high embankment. At the end of the day, there will be a 6 ft high tree on my property.

D. Tatem: The regulations require a 25 ft buffer.

J. Duffy: A 25 ft buffer is required if abutting a residential zone. Also, residents could be concerned about glare from your lighting.

T. Connors: There will be 3x poles for lighting. The front has a good size lamp. We may not need to have another pole. Closest to the residential 8ft cut, the fixture is exaggerated on the plan.

J. Duffy: No poles for the front parking?

T. Connors: The front wall mount itself has a 400-watt metal light.

S. Freeman: It is the same fixture on the wall mount as it is on the light pole.

D. Tatem: For lighting, we prefer dot-by-dot and point-by-point on the plan.

J. Duffy: And have lighting separate from the landscaping plan.

D. Tatem: Regulations require .2 minimum and another one says .3 minimum. In past years, the Board has gone with .3 minimum in any area where there is vehicular traffic. You could have .2 for the driveway, but all other areas should be .3. When you are looking for your CO, we go out with a light meter to verify it matches the plan. A lot of times you will get .3, but sometimes reflectors may be brighter and dimmer in some areas. It is imperative lighting is exact to include the pole height.

T. Connors: Because the lighting hasn't fully burned, it may be brighter than the plan at first.

D. Tatem: A little brighter is OK.

T. Connors: 10x20 parking was on our previous TRC plan.

D. Tatem: Yes, we decided to keep 10x20 parking, rather than have you come back for a change in use. Employee parking can be 9x18, as long as they are marked employee parking only.

T. Connors: Does each individual space need to be marked?

S. Freeman: Can the spaces be painted?

D. Tatem: A row of employee parking is OK with arrows and paint. I retract the painting, it should be signed.

J. Duffy: Make sure the zone is on the plan. Received and read an e-mail from Guy Chabot, Manchester Water Works into the record. For completeness, we will need a letter from Manchester Water Works that there is water capacity.

S. Freeman: I had a conversation with the Sewer Dept.

D. Tatem: I know sewer is upgrading their capacity. I would get in touch with them right away.

J. Duffy: You can submit for completeness. Then, you can meet with the Aesthetic Committee prior to your hearing. For the sign, because it is in the PZ, it must be a monument design and in the plan set. You will still need to apply for a sign permit.

D. Tatem: The Board typically wants a separate paper for the sign design with color, etc. The sign in the plan itself would have dimensions.

J. Duffy: The Board wants to keep the PZ signs the same.

T. Connors: And the building mounted sign?

D. Tatem: If it is backlit, the back of the sign is opaque and the lettering is what is lit up.

S. Freeman: If we choose that type of signing?

D. Tatem: If lit, you must meet PZ signage requirements.

T. Connors: For the landscaping, the regulations stated the front landscaping minimum height at time of planting must be $\frac{1}{2}$ of the building façade. There are the front 2x stories and a pitched roof. Are we measuring height-to-peak?

D. Tatem: For the PZ, I believe it is to the soffit. On 2-tier buildings, they have taken the average. I will double-check that. There are some other requirements for height facing the road. What waivers would you be looking for?

T. Connors: I believe grading. Beyond that, I don't think I have any others.

J. Duffy: You do have a wetland impact.

T. Connors: On sheet C3, there are 2x wetlands (1) an old detention pond in the back = 1,640 sq ft, and (2) riprap channel in the center of the parcel = 1,470 sq ft. The old pipe connects to the old pond then to the channel. This is less than 1 acre. I will need a minor DES permit. We have made no effort to identify any other wetlands. Where is the 1-acre measured? Do I have to go on the property across from Mammoth Rd.?

D. Tatem: You do not have natural wetlands. It is an old detention pond and channel. No wetlands are being filled or drained per the regulations. Special exception needed?

J. Duffy: You will need a Conditional Use Permit a (CUP).

D. Tatem: Will a waiver be needed in addition to the CUP?

J. Duffy: The CUP should cover this. You will need to go to the Conservation Commission for their comments.

D. Tatem: Do you have any wetland photos before the snow came?

T. Connors: We did an exhausted analysis on this. The stream channel from Mammoth Rd. was there originally.

D. Tatem: Get an e-mail from Mike Hoisington on the design for the fire access and water designs.

T. Connors: Where do you want the fire hydrants?

M. Hoisington: Pointed out hydrant location on plan.

D. Tatem: Infiltration required is 10%. What if you trap the roof runoff?

T. Connors: Yes we can put enough runoff underground; 350 gallons. We could also put some in the pond.

D. Tatem: Make sure the striping is completed. Will the dumpster be screened?

T. Connors: Yes, stockade with vinyl slats.

P. Rowell: Will the dumpster be used for all tenants?

T. Connors: Yes. The retail tenants should not have much trash. A single "common" dumpster will work here.

D. Tatem: There should be a note on the plan that if snow exceeds the storage area(s), it will be taken off site.

J. Duffy: Yes, note #3.

T. Connors: There are keys on the plan. In addition, there is a chart on the right corner of the plan for details on the project.

D. Tatem: You are saying more details than what we need.

S. Freeman: Some towns only want project specific keys and charts.

P. Rowell: You say you will use the key/chart if change in the site too? Example, if there is a change in curbing, it will only state yes or no but not the details?

T. Connors: We would add 8 ½ x 11 drawing, not revise the detail sheet.

J. Duffy: The site plan sheet would definitely need to be revised.

T. Connors: Some towns it is OK for the 8 ½ x 11, however if you want a revised site plan, we can do that to.

S. Freeman: As built?

D. Tatem: The Planning Dept. requires a site plan. The sewer and water departments require an as-built.

P. Rowell: Sites should get built as they are drawn and approved by the Planning Board.

D. Tatem: If aesthetic changes after the Planning Board approval, this may be difficult.

S. Freeman: As built, prior to CO?

D. Tatem: Prior to CO or take a bond (surety). Bond is 30% of the site work total. We generate that estimate. Construction monitoring, SPC, will be approximately \$6,000-\$7,000. The bond has a 10% escalation and a 10% contingency. The regulations do not allow a bond reduction until the CO is issued.

S. Freeman: No money handed out until CO?

T. Connors: What are the types of surety?

D. Tatem: They prefer letter of credit.

T. Connors: Cash OK?

J. Duffy: Yes.

P. Rowell: 100% landscape bond is required for 2 yrs.

J. Duffy: You would provide the cost of the landscaping.

S. Freeman: If we landscape on the residential abutters' properties, is this included in the landscape bond?

D. Tatem: If you have an agreement with these abutters that they are responsible to maintain, this should be spelled out to the Planning Board. You provide us with the breakdown of the landscape bond. This gets attached to our recommendation and in 2 yrs from planting, if everything is still alive, you get the funds back.

J. Duffy: For impact fees, we talked about this when we met.

D. Tatem: You may not need a traffic study. However, you may need a trip study done.

J. Duffy: For impact fees, not necessarily. It is the # of trips for different use of business.

T. Connors: Are the trips average daily or peak?

J. Duffy: I believe it is peak.

D. Tatem: Go through the blue book for construction details.

J. Duffy: We have a copy of the blue book in the Planning Dept. Also, the Building Dept. sells them.

P. Rowell: Jo Ann, do we have an adequate right-of-way on Rte 3?

T. Connors: I believe there was a taking. I will check with the surveyor.

D. Tatem: You will need a waiver for scale. In the completeness checklist, there are a number of items required within 100-200 ft of your property (i.e. public trails, etc.). Rather than not addressing these requirements, make a note on the plan that there are no trails, etc. Went over remaining comments (i.e. tie paving into dumpster pad, etc).

J. Duffy: The building to the North is the Manchester Animal Hospital. What is the building to the South?

T. Connors: The South is a paving company.

P. Rowell: Are there sidewalks in that area? No plan to ever do?

T. Connors: Is the Erosion control plan separate from the drainage plan?

D. Tatem: You could do a title sheet for both.

J. Duffy: Is there an issue lining the granite curb with a concrete slab?

D. Tatem: If installed right, it should not get a crack. Guardrail?

T. Connors: Guardrail is wood (D3-18).

D. Tatem: We would prefer the steel. I know the wood would be acceptable, because it is a bumper.

J. Duffy: Don't you think the wood would look nicer?

T. Connors: Steel is made to catch a car moving. The wood, this is in a parking space and to catch anyone going onto Hooksett Road. From a procedure standpoint, we will work with the Conservation Commission, and water and sewer departments. Can we work directly with Dan at this point?

J. Duffy: Just remember that when you work with Dan, you will be billed for his work.

D. Tatem: Keep Jo Ann in the loop. Provide 2x sets of everything to Stantec.

J. Duffy: Planning Dept. gets one copy.

T. Connors: Do I need my state permits for completeness?

J. Duffy: You just need the application for the state permits. The timeframe for completeness to the public hearing is one month out. State permits are a requirement of a conditional approval. Dan will provide you with letters. Donna will have plans signed by the Planning Board Chairman and get them recorded. You do need signed plans for the pre-con meeting.

P. Rowell: Fire safety by the Fire Dept., you may be subject to IVC fees and inspections.

J. Duffy: Timeframe?

P. Rowell: The last one was done by IVC. We now have a couple of companies.

ADJOURNMENT

J. Duffy declared the meeting adjourned at 10:40am. The next TRC meeting is scheduled for Thursday, February 12, 2009, Hooksett Municipal Building, **2ND FLOOR ROOM 204.**

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator