

**HOOKSETT
TECHNICAL REVIEW COMMITTEE (TRC)
MEETING MINUTES
HOOKSETT MUNICIPAL BUILDING – Room 204
Wednesday, April 3, 2013**

CALLED TO ORDER

J. Duffy called the meeting to order at 9:05am.

ATTENDANCE

Town of Hooksett

Jo Ann Duffy, Town Planner, Matt Labonte, DPW-Building, Leo Lessard, DPW Director, Deputy Chief Mike Hoisington, Fire Dept., Joe Hebert, Village Water Precinct (item #1), Bruce Kudrick, Sewer Dept., and Dan Tatem, Stantec.

Representing the Applicant

Jennifer McCourt, McCourt Engineering and Mike Terry.

1. (9:05 – 9:55am)

**WENDALL A. TERRY - plan #13-08 (Village Water, Sewer)
McCourt Engineering Associates, PLLC
1776 Hooksett Rd., Map 9, Lots 21 & 22**

Proposal to create a 6,480 sq. ft. two –story building (existing buildings are five apartments).

J. Duffy: There are additional separate buildings on site of the existing structure. Mr. Terry met with Matt and me. We had questions about fire ordinances and fees for water hook-up. He is here for the TRC, and then will proceed with Planning Board application.

J. McCourt: The existing shed is farthest from Rte. 3 and will be removed as part of this plan. The proposed plan is a 6,480 sq. ft. building (54 ft. x 120 ft.). We couldn't get 4-sided access due to the wetland buffers and residential buffers. We are providing parking for the existing building and proposed building. There are site restrictions due to the buffers. We propose 13 spaces (2 ½ spaces for each apt.). The 3 spaces minimum for visitors, can we have a waiver for this? There is an existing large gravel area to the proposed building area and a large pavement area to the front of the building. How much treatment do we need to supply? Can we have the visitor spaces for apartments be from the commercial portion of that property? Commercial is not that active. The gravel area goes into the 40 ft. buffer area, can we restore it? The tree line is in the buffer area. We would like to take out some existing gravel.

J. Duffy: You may need a variance; I will get clarification on the warrant.

J. McCourt: If you can't disturb the wetland buffer at all, then you can't even plant there.

J. Duffy: If you had a farm you could plant in the buffer, but for a commercial site it is a "do not disturb area". If there is no buffer now, I would think you could create the buffer. You would need to discuss this with Matt (CEO).

L. Lessard: I would like to see the site.

J. Duffy: For parking you want to use the overall parking toward the apartments. When there is a multi-use on the site, is that taken into consideration?

D. Tatem: If the commercial has normal day business hours, then it sounds good to me to have overall parking use (use commercial night parking toward the apartments). Are you sprinkling the building?

J. McCourt: We are going to sprinkler the building.

J. Duffy: Note #18 states to notify the Planning Board of the stormwater report. The note should be changed to notify the DPW Director.

S. Colburn: Are you moving the offices out and going back to the apartments?

J. McCourt: Yes, they will remain apartments.

S. Colburn: How many total apartments?

J. McCourt: Five (5).

D. Tatem: How long has the business been there?

J. McCourt: They did not get a change of use when they became a business years ago, so we are taking the business out and going back to apartments to become conforming.

M. Terry: We operated our business out of the barn when we first started.

D. Tatem: You have overhead doors/loading dock. Can you get a 6-wheel flatbed truck in there if the parking spots are full?

J. McCourt: You could turn, but it wouldn't be an easy 3-point turn.

M. Terry: Our trucks are about 30-40 ft. in length on the site.

L. Lessard: The two spaces by the dumpster pad, are these for employees?

J. McCourt: Yes.

L. Lessard: If the spaces are for employees, if their vehicles are to be moved, they will be on site to do it.

D. Tatem: Snow storage? It cannot be in the wetland buffer.

J. McCourt: Eliminating 3 parking spaces will help to provide more treatment and store snow. We will have a level spreader for pre-treatment.

B. Kudrick: Will there be bathrooms in this building?

M. Terry: Yes.

B. Kudrick: 4 total bathrooms; 2 on each floor. See Sewer Dept. for fees and paperwork. I will talk to Linda when I get back on your gallonage.

S. Colburn: When you change back to apartments from offices, Matt (CEO) will have to determine how he wants to approach this. Change of use would have to conform to today's requirements, however on paper it is already apartments and a business was being run in there as non-conforming and now going back to apartments to conform.

J. Duffy: Matt has the building codes/rules.

L. Lessard: When it goes back to apartments, they could go through the change of use process.

J. McCourt: The zone is MUD1 and residential is not allowed. It was 5 apartments when Mr. Terry had it and they had a business out of the barn.

B. Kudrick: Sewer meets on Monday's now. Call Linda to set-up a meeting.

J. Hebert: Contact the water precinct to get your application packet for service and fees. We have a 12 inch main in front of this property. Someone from Village Water needs to be on site when the water pipes are going in by your site worker. You need to set-up a compliance monitoring escrow. There is a 4 inch water line for fire and then domestic. We need 3 sets of PE stamped plans.

D. Tatem: The Fire Dept. will dictate the pipe size based on the number of sprinkler heads needed.

J. McCourt: We will have pumped sewer. I need a letter from water stating there is adequate water supply to the site.

J. Hebert: I will give you a letter that you have adequate water capacity.

B. Kudrick: I will have a sewer letter sent to you that the site has adequate sewer capacity.

J. Duffy: Also, see Development Regulations section 3.05 Architectural Design Criteria.

2. **2nd TRC (1st TRC was 02/07/13) – plans distributed with 3/28/13 Planning Board memo**
(10:15 – 10:35am)
Southern NH University (SNHU) - plan #13-03 (Manchester Water, Sewer)
TF Moran, Inc.
Depot Rd., Map 38, Lot 1
Proposal to construct a 156 space parking lot with associated access.

J. Kevan: We are starting the process with the Planning Board. We will have a bio-retention system for stormwater treatment and under drains to lower the water level. We will upgrade the road and replace the culvert. It will have open drainage.

B. Kudrick: On the southerly side of the road there is another sewer main on your property. From Webster Hall you should show where the sewer comes across. I will get our plans for you to look at.

J. Kevan: For permitting I have been to the Conservation Commission and am going to the ZBA on 4/9/13. How do I proceed to do work in a Town road?

D. Tatem: For the Beaver Brook Heights project, Jacob Ave. permitting was in the Town's name and signed by the Town. The applicant did the leg work. Off-site improvements are part of the plan set. For the culvert you will need a road maintenance permit with the State wetlands bureau. Jeff will complete it and Leo will sign it.

J. Kevan: Do we stay with the 24 ft. for the road?

L. Lessard: I would like it to be 24 ft.

J. Kevan: If I am filling out the wetland permit for roadway improvements, it will be the 24 ft. Long-term Bob has asked to loop the roadway differently. That won't be any time soon; just somewhere down the way. We will have a guardrail to protect the existing fence.

B. Kudrick: There is a sewer road there now. There is also a couple of feet as an option to move the fence along with a gate.

J. Kevan: We will look at where the sewer is coming in and have two sections of guardrail.

L. Lessard: You filling the edge of the road is no different than me doing it in the ROW.

D. Tatem: If you are upgrading the road you need a wetland permit.

B. Kudrick: When are you doing the parking lots?

J. Kevan: We will do the larger parking lot first, then the Depot Rd. lot.

B. Kudrick: For proposed sewer going across the river, can you put in a binding course?

J. Kevan: You will need an easement from SNHU to access their property for the proposed sewer expansion. Please contact Bob Vachon @ SNHU.

3. **2nd TRC (1st TRC was 02/07/13) – plans distributed with 3/28/13 Planning Board memo**
(10:35 – 11:00am)
Southern NH University (SNHU) - plan #13-02 (Manchester Water, Sewer)
TF Moran, Inc.
North River Rd., Map 33, Lot 67 (and Manchester, NH Map 558, Lot 1)
Proposal to construct a **436** space parking lot with associated access.

J. Kevan: We have submitted for formal design. The water is stubbed; hydrants are 500 ft. or less. Phase 2 is shown on the plans to loop the service road through and gate it.

J. Duffy: For the wetland impact are you paying the fee to the Town?

D. Tatem: The only have to pay the Town if they don't pay the State.

J. Kevan: We met with the Conservation Commission for the brook. We paid the wetland impact fee to the State.

D. Tatem: You should gate at both ends unless you are providing a turn around.

J. Kevan: We weren't looking at gating where the handicapped spaces are located in back. We were just going to have signage. We will have vertical granite curbs. The sidewalks will loop through. We will have SNHU shoebox style lighting even along the roadway. 1,000-1,500 students with a loop can make a left-turn out and not go through the campus. The Master Plan connection onto Rte. 3 is to provide a new entrance to relieve traffic.

D. Tatem: When will the new entrance be done?

J. Kevan: No set date at this time. The house where Bob (Vachon) used as his operations center is over 50 yrs. old, but for safety reasons has to be demolished. The house on the corner of Martin's Ferry & Depot Rd. was built in 1840 and that is being demolished. We will go through the process with your Heritage Commission.

S. Colburn: The bigger parking lot will eventually be a continuation of East Side Dr. You will need to renumber the Operations Center when the road goes through to have it as an East Side Dr. address vs. a North River Rd. address.

OTHER

J. Kevan: On another topic, SNHU is proposing a median island at both ends of North River Rd. for speed control. There will be a signal in the middle. There will be a 6-8 ft. wide island with curbing. The intent is to landscape those. We spoke to the City of Manchester. Vehicles would drive over a stamped material in the roadway. I will get a letter from Manchester with their comments.

D. Tatem: You will need to revise the Town's maintenance agreement for plowing North River Rd.

L. Lessard: We will also need to present this proposal to the Town Council.

ADJOURNMENT

J. Duffy declared the meeting adjourned at 11:00am.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator