



**Stratham Technical Review Committee
Meeting Minutes
October 2, 2018
Municipal Center
10 Bunker Hill Avenue
Time: 6:00 PM**

Members Present: Lucy Cushman, Chair
Tom House, Vice Chair
Rebecca Mitchell, Full Member
Jeff Hyland, Full Member
Joe Johnson, Full Member

Staff Present: Tavis Austin, Town Planner

1. Call to Order/Roll Call

Ms. Cushman took roll call and introduced Becky Mitchell as a new member.

2. Review/Approval of Meeting Minutes

a. February 27, 2018

Mr. House recommended the word “board” be replaced with “committee” throughout the minutes. Mr. Austin made a motion to approve the minutes noting Mr. House’s amendment. Motion seconded by Mr. House. Motion carried unanimously.

3. Public Meeting

- a. **PENDING Site Plan and Conditional Use Permit Review Applications** to construct a drive through Starbucks restaurant within the existing Parkman Brook Shopping Center parking lot located at 20 Portsmouth Avenue, Map 14 Lot 1 submitted by Kenneth Knowles, PE, Eaglebrook Engineering & Survey, LLC, 491 Maple Street, Suite 304, Danvers, MA.

Mr. Austin explained Starbucks is proposing to go in front of the Staples Plaza at 20 Portsmouth Avenue. The committee has the site plan and elevations before them this evening, which are the application materials submitted as part of a preliminary consultation with the Planning Board. Mr. Austin stated he had a meeting with the applicant’s agent several weeks prior to the planning board meeting and it was discussed by the applicant and Mr. Austin that this project is not Gateway compliant. Mr. Austin outline the process the applicant would need to go through more traditional preliminary consultation site plan review with the planning board. Mr. Austin did not

want to remove TRC from the loop and if there is additional feedback that the TRC can provide it will be included as public comment going back to the planning board as the applicant puts together the site plan and conditional use permit applications. Mr. Austin stated staff's recommendation to the Planning Board is this project does not meet Gateway. Mr. Austin shared an email from Mr. House to the planning board regarding Gateway regulations. Mr. Austin stated the applicant is looking to install a 25'x80' drive-through coffee shop in the front of Staples and to the south of the dry cleaning company the applicant is looking to install a new leachfield. The reason is the plaza, in its entirety, at an engineering standpoint, exceeds the capacity of the existing leachfield so an additional leachfield is required. The only problem with that location is Stratham regulations require 18 inches of depth to high water table and since the whole site does not allow that. A variance will be required for depth to high water table. Mr. Austin stated the planning board's view was if the applicant worked diligently on the architecture being proposed, the drive-through may be more acceptable. The general consensus of that meeting was although drive-throughs are prohibited, absent the public utilities it limits potential on the site. Ms. Cushman stated since the meeting with the Planning Board she's become aware of the architecture of the Londonderry Starbucks would be more compliant with the Gateway regulations. Mr. Austin will enter the picture of the Londonderry Starbucks into the record. Ms. Cushman stated she did not hear the planning board in their discussions at the meeting on September 25, 2018 say they would not go along with a drive-through. Ms. Cushman stated the applicant made some good arguments and they stated when a Starbucks is built other businesses tend to come to join it, which is what Stratham is looking for in the Gateway District. Ms. Mitchell stated her surprise that Kennebunk Savings Bank designed the building so the drive-through is not the first thing you see when you look at the building. Mr. Austin stated the planning board arrived at the bank drive-through since the gas station was eight drive-throughs and the bank was only requesting two. Mr. Johnson stated from a Gateway standpoint, being up above, is a very visual location. Mr. Johnson stated a drive through is not necessarily a non-starter but is the entire package they would be looking for. Mr. Hyland does not agree with the pedestrian circulation going through the aisles of the parking lot. Mr. Austin explained the drive-through lanes are effectively the drive aisles of the existing parking lot. Mr. House questioned if parking for the plaza would remain at that location. Mr. Austin stated, yes, and Mr. Leopold, land owner, was able to work some concessions with Staples on the amount of parking they needed balanced against potential redevelopment of the larger leachfield site, once utilities are available. Mr. Deschaine stated concessions for Staples was due to the fact Staples must have an unobstructed view.

Mr. Hyland questioned the circulation. Mr. Austin explained Starbucks has done a review of how long it takes to get from the menu board to the order board, and then how long it takes to process the order for the pickup window. The drive-through lane that is closest to Portsmouth Avenue, the outer ring, is the lane which a customer can leave the line. MR. Austin explained the Planning Board had a concern with a single lane of entry from Portsmouth Avenue because if the Starbucks line has one car more than planned it could cause potential traffic backup into the complex. Mr. Hyland questioned how many of the parking spaces are attributed to Starbucks. Mr. Austin stated possibly five (5) stalls. Mr. House stated the Gateway regulations are not meant to preclude this, but an applicant to understand the goals of the Gateway District and to modify their package to meet the Gateway standards.

Mr. House made a motion to incorporate his previous comments of 9/26/2018 to the planning board into tonight's minutes. Mr. Austin seconded the motion. Motion carried unanimously.

Mr. Hyland requested more clarification from Mr. House regarding Comment #9 in his previous comments to the planning board. Mr. House stated the plan appears to have the sidewalk from Starbucks to the island and he suggested landscaping in place of the walkway beyond the island. Mr. Austin stated the sidewalk is being brought from Portsmouth Avenue, parallel to the drive

aisle and Mr. Austin suggested the applicant include the design to add the pan for a crosswalk across the driveway when there is matching sidewalk on the opposite side. Mr. Hyland would like the applicant to shift the whole parking over the width of the aisle that is shown and put the sidewalk running down the entrance drive. Ms. Cushman requested a designated sidewalk for the public to reach the site. Mr. House would like the sidewalk to be wider than 5 ft. which is currently proposed. Mr. Austin explained the driving pattern for deliveries. Mr. Knowles suggested the by-pass lane be a right-hand only turn lane.

Mr. Austin stated upon receipt of a site plan and conditional use permit application he will forward it to the Committee for more review if they request another look. Mr. Austin explained the applicant discussed coming before the planning board in November or December in order to have approvals in place for spring 2019 foundation.

4. Miscellaneous

a. Update on 108 Project per J. Hyland/T. House

Mr. Austin stated in the November 2017 there was a discussion of the 108 Revitalization and the committee requested the planning department put \$10,000 into the "special projects fund" to cover the costs and was approved in March 2018. Since March the Master Plan Committee has their funding and are meeting and gathering information. The PCAC and 108 Committee has done surveys and a lot of momentum is building towards a TIFF District and/or another effort of Gateway. Mr. Hyland put together a rough schedule to discuss. Mr. Hyland explained there are no meetings scheduled as part of this schedule. Mr. Austin explained the Master Plan Committee has met a few times and they will be holding the first public forum on October 16, 2018. The Master Plan Committee is putting together "snap shots" regarding information on the town and put it out to the residents and wrap up by July. Mr. Deschaine explained the Master Plan Committee is looking for guidance from the TRC. Mr. Hyland stated the recent data that was collected on the most recent survey would be helpful. Mr. Hyland stated there are three (3) steps: gather the existing conditions, put together a two (2) dimensional design, and then once a review the survey or 108 Committee is done generate a three (3) dimensional design and deliver a draft "future build-out" plan. Once this is complete a meeting would be held to review the future vision model and then finalize for December 17, 2018. Ms. Cushman stated she will not be available for 11/6/2018 for a meeting. Mr. Hyland requested the Committee determine the project area. Mr. Hyland explained they are centering the visioning on the intersection of Market Basket/Job Lot. Mr. Austin recommended the Committee approve the proposal as outlined. Mr. Hyland showed the committee what the 3-D model will look like.

4. Adjournment

Ms. Mitchell made a motion to adjourn at 7:13 PM. Mr. House seconded the motion. Motion carried unanimously.