



Diane N. Tradd
Assistant City Manager/Director

R. Eric Slagle
Director

David Fuller
Building Commissioner

MEMORANDUM

TO: Matt Hamor, Project Representative
John Cox, Attorney for Applicant

FROM: Christine McCall, Senior Planner
Dept. of Planning and Development, Div. of Development Services

CC: Chairwoman Varnum and the Lowell Conservation Commission

DATE: July 31, 2019

RE: 48, 58, &66 Townsend Avenue and 800.1 &810 Varnum Avenue, DEP#206-0791

MEMORANDUM

The following City staff met with Matt Hamor and John Cox on **Monday, July 29, 2019:**

- David Fuller, Building Commissioner
- Tim Casey, Deputy Superintendent, Fire Prevention
- Christine Clancy, City Engineer
- Joe Cady, Engineer
- Natasha Vance, Transportation Engineer
- Mike Stuer, Engineering Manager
- Sarah Brown, Environmental Officer
- Christine McCall, Senior Planner
- Jared Alves, Assistant Planner

The purpose of the meeting was to discuss the materials requested by the Lowell Conservation Commission and various City Departments for the proposed project located at 48, 58, & 66 Townsend Avenue and 800.1 & 810 Varnum Avenue. Both the Conservation Commission and City staff reserve the right to seek additional information upon further review.

1. The applicant agreed to provide, in writing, a narrative of all changes that have been made to the site plan “per review comments”. The changes should indicate whether it was a Planning Board or Conservation Commission requested change.
2. The applicant agreed to submit one large plan set with a wet stamp on each plan set of the most current version of the site plan for the official record.

3. The applicant agreed to see if it was feasible to revise the compensatory flood storage plan to exclude the area of the paper street.
4. Staff acknowledges that the applicant has provided a cut/fill map of compensatory storage that included a summary (building fill and site fill) of how it was calculated (Sheet 5). In addition, City staff acknowledges that on Sheet 12, the applicant provided a more detailed summary of building fill calculations. However, we would like the applicant to submit a specific compensatory flood storage chart and provide the Conservation Commission more details about how the compensatory flood storage was calculated. The details should, at a minimum, include the total SQ FT of:
 - Structure
 - Pillars
 - Cape cod berm
 - Granite curb
 - Retaining wall
 - Concrete
 - Parking area
 - Wheel chair ramps
 - Lighting
 - True grid system
 - Elevators/ stairways
 - Entrance/lobby
 - Utilities
 - Access road from Townsend Avenue
 - New water line for hydrants per LFD requirements
5. The applicant agreed to provide an Operations and Maintenance (O&M) plan for the proposed true grid grass pavers that include a detail about post-storm inspections. This will be included in the Stormwater Management O&M plan. City staff and the applicant agreed to the following condition regarding the true grid system:
 - a. **PROPOSED CONDITION:** Proponent and City staff review system after two winters. In the event that the system fails, the applicant will be responsible for proposing an alternative solution to be approved by the Conservation Commission.
6. The applicant agreed to submit details demonstrating that the new and replacement water supply systems and sanitary sewage systems located within the development area will be designed to minimize or eliminate infiltration of flood waters into the systems. In addition, the applicant agreed to provide a detail to confirm that all backwater valves will be installed in all new sewer connections below base flood elevation.
7. The applicant agreed to submit details demonstrating that the grease trap and the proposed tight tank that will catch any overflow before it connects to this municipal system. The applicant agreed to submit an O&M plan for the manual butterfly shut off valve at the sewer. This O&M should include an annual sheet of compliance, and identify a person who will be responsible for shutting off the valve at USGS Action stage

“red” and notifying the City that the valve has been activated. This will be included in the Stormwater Management O&M plan.

- a. **PROPOSED CONDITION:** The applicant will update the City annually on changes made to the Stormwater Management O&M plan. The updates will document regular inspections and ongoing compliance with Conservation Commission conditions of approval.
8. The applicant agreed to clarify any inconsistencies with the geotechnical report and provide that to the Commission in writing. The applicant also agreed to provide additional information regarding the construction methods for the proposed project. This information should include, but not limited to:
 - Information about the foundation system and pilings
 - An evaluation of the flood proofing measures.
 - Written information submitted for the file is requested
 - Confirm if flood proofing measures will be wet or dry
9. City staff acknowledged that the applicant provided a road alignment detail on Sheet 7/12.
10. City staff acknowledged receipt of the revised traffic assessment. The City’s Transportation Engineer will review the assessment and will provide comments to the applicant and to the Planning Board.
11. The applicant shall submit a revised site plan that includes the location of the adjacent Brook. Clay Pit Brook is only shown on the existing conditions plan. Staff recommends that Clay Pit Brook be shown on Sheet 4/12, Sheet 5/12, Sheet 6, and Sheet 12.
12. The applicant agreed to provide a general tree inventory plan for the site that includes caliper (8” and above), species that will be removed as part of the development, and the estimated percent total of invasive species. City staff requested this information to best determine how many additional trees should be required for replacement. City staff agreed to send two (2) examples of landscape plans to the applicant for review. City staff forwarded landscape plans for 850 Lawrence Street and 677 Pawtucket Boulevard on 7/29/19.
13. City staff acknowledged that the applicant provided proposed landscaping on Sheet 10/12 & 11/12. However, City staff requested that the applicant provide a detail about how dogwood and cherry blossom trees will hold up in wet soil and flood conditions.
14. The applicant agreed to coordinate directly with the Lowell Fire Department on the required number of hydrants that will be installed; location of FDC connection on Townsend; and a detail about the breakaway gate on Townsend Ave for emergency access. The applicant also agreed to include any new infrastructure in the compensatory flood storage calculation.
15. The Conservation Commission requested all materials be submitted ten (10) days prior to the schedule meeting to allow for review. The applicant and City staff agreed that it

might not be possible for all items to be submitted to Development Services by **August 5th** for the August 14th meeting. If not all materials are submitted, the applicant agreed to request a continuance to a future meeting. Staff agreed to continue to review submissions as they come into the office.