

# OFFICE OF COMMUNITY DEVELOPMENT

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**Planning      Zoning      Building Safety      Health**  
**Economic Development      Geographic Information Systems      Active Projects**

## ~ 2012 REPORT ~

The Office of Community Development is composed of several departments responsible for Town services involving planning and land use/development; administration and enforcement of the Milford Zoning Ordinance; building safety, inspections and code compliance; health regulations and code enforcement; economic development initiatives and programs; project management of special capital improvement and environmental projects involving Town properties and infrastructure; and the management of geographic information systems (GIS). The Office mission is:

*To fairly and effectively plan for and manage community change in accordance with the Milford Master Plan and the goals of the Board of Selectmen as set forth in the Town's land use, building, and health regulations, by providing professional advice, technical assistance, and enforcement in a fair and consistent manner to citizens, boards and commissions, departments, and regional agencies.*

The Department provides support to the public in permitting for land use change applications, Zoning Board of Adjustment applications, and all building projects subject to applicable codes, regulations, and ordinances. The Community Development Department also provides technical and advisory support to the Planning Board, the Board of Selectmen, the Zoning Board of Adjustment, the West Milford Tax Increment Financing Advisory Board, the Capital Improvements Plan Citizens' Advisory Committee, the Community Facilities Committee, and the Economic Development Advisory Council. Staff people are also members of several working groups hosted by the Nashua Regional Planning Commission and state and national professional organizations, as well as interdepartmental committees charged with stormwater management, traffic safety, joint loss management, energy and conservation, and emergency preparedness and operations.

Much of the local economy and health of the community depends on development and construction. Development provides jobs, housing, new and redeveloped services, and property tax base. Early signs for 2013 indicate that development and construction in Town may see a gradual increase in activity since the start of the recession in 2007. With that in mind, this Office is committed to assist in guiding upcoming development so that it occurs in accordance with desired community goals relative to maintaining character, promoting economic development, minimizing impacts of all kinds, and builds an even stronger and healthier community. For construction and permitting statistics please take the time to review the following two tables: *Community Development Statistics 2012* and *2012 Milford Building Department Building Permit Comparison by Year* included with this report.

During 2012 there were several staff changes within the Office with two departures, replacements, and the addition of a part-time GIS technician. In February Sarah Marchant, Town Planner and GIS Coordinator resigned after seven years with the Town to become the Community Development Director in Amherst. In November Commercial Building Inspector/Code Enforcement Officer/Health Officer, Bill McKinney resigned

after many years of service to the Town to take a management position in the Building Department in Nashua. Both individuals were high caliber professionals with a depth of knowledge that is difficult to replace. However, Residential Building Inspector Dana MacAllister has stepped up and has taken the role of Building Official/Code Enforcement Officer/Health Officer and will capably manage the Building Department. Assisting him will be a Deputy Building Official/Code Enforcement Officer to fill the staff vacancy starting early 2013. The Town Planner/GIS Coordinator position was assumed by Jodie Levandowski in June 2012. Ms. Levandowski brings both public and private professional planning experience and motivation to the position and has quickly developed good working relationships with the Planning Board, the public, and co-workers. This past April, Rita Johnson joined the team as part-time GIS technician. Highly experienced in GIS work, Ms. Johnson has acquainted herself with the Town's system and works to manage data necessary for program efficiency and service to Town staff and the public. The Office is further staffed by a very competent team consisting of full-time Administrative Assistant II Shirley Wilson; and the following part-time employees Administrative Assistant Mindy Lavalley; Environmental Programs /Stormwater Coordinator, Fred Elkind; Land Researcher Lorraine Carson; and Conservation Coordinator Chris Costantino.

Significant progress continued in 2012 to enhance database management, recordkeeping, permit tracking, and on-line internal capabilities, with an eye on further development and enhancement in 2013 to create greater public and internal access to permitting processes, information, and resources. Particular effort will be paid to expand the offerings of the Office website as the comprehensive and functional 'go-to' resource for the public.

The following report highlights the work and accomplishments of the individual departments within the Office of Community Development.

### ***Planning/Geographic Information Systems – Jodie Levandowski, Town Planner***

The Planning Department provides professional guidance and technical assistance to the Board of Selectmen, Planning Board and the public; implements and monitors town growth and development policies; analyzes development applications and recommends action on such applications to the Planning Board.

In 2012 the Department provided a wide variety of professional community planning services to the citizens of Milford and prospective applicants. Between on-going development, administration duties, staff changes and a variety of special studies and projects, the Department remained busy throughout 2012. Some highlights and notable accomplishments from 2012 include the following:

#### **2012 Activities and Accomplishments**

- Completion of revised Traffic and Transportation Chapter of the Master Plan. This Chapter was deemed a priority item for late spring/early summer 2012. Inclusion of background data and analysis was completed by staff in the spring of 2012, and subsequently reviewed and approved by the Planning Board.

- Staff researched and reviewed the Town's current Telecommunications Ordinance in conjunction with similar communities and after considerable work by Staff and the Planning Board, a revised ordinance was approved in December 2012 and sent for inclusion in the 2013 Town Warrant.
- Coordination of Zoning Code revisions in cooperation with the Zoning Board of Adjustment.
- Completion of Geographic Information Systems (GIS) Stormwater System Mapping for the town to maintain compliance with federal stormwater management practices.
- Supported the redevelopment of the Pine Valley Mill building located at the west end of town into a mixed-use development to include 50 affordable residential units and retail space below.
- Staff aided the Planning Board in awarding the 3<sup>rd</sup> annual Distinguished Site Award to The French House located at 80 South Street.
- Assisted in hosting the Nashua Regional Planning Commission's Executive Committee Meeting.

The Planning Department is on track for a productive year in 2013. Despite the uncertain economy, permits continue to flow into the office and a number of special planning projects are on tap. The Department strives to increase communication and work cooperatively with all Town departments and the public to effectively move ideas, applications, and projects through the Town permitting process.

***Special Projects / Economic Development - Bill Parker, Community Development Director/Zoning Administrator***

The Office provides project management for many special projects that focus on infrastructure planning, community-wide development, and economic development. Major projects in 2012 included:

- Management of federal transportation grants and coordination with the NH Department of Transportation, including:
  - the South Street Transportation Enhancement (TE) grant that provides funding for improvements to South Street from Union Square southerly to the railroad right-of-way, inclusive of pavement widening, new sidewalk construction, undergrounding and relocation of overhead utilities, and associated aesthetic improvements. This long-awaited project is subject to numerous levels of federal and state requirements and review and is complex due to utility design and coordination. It is anticipated at this time to be advertised by the NH Department of Transportation late summer 2013 with construction in the fall.
  - the Oval Area/Downtown Area traffic improvements, funded by federal programs intended to address traffic and pedestrian safety and congestion downtown on Nashua Street, Elm Street, the Oval, the Amherst Street/Mont

Vernon Street/Grove Street intersections, and the Westside neighborhood of Lincoln/Union/Garden/Cottage Streets. Project planning is tentatively set to begin in late 2013, once the South Street project is underway, and is funded by a 20% local (\$700,000)/80% federal (\$2.7 million) grant.

- the Route 13/Emerson Road/Armory Road Intersection Improvements, funded by federal Congestion Mitigation Air Quality grant money (80%) with 20% local match is currently in the preliminary design phase and is tentatively scheduled for NH Department of Transportation advertising late summer/early fall 2013. The intent of this project, with a total cost estimated at \$450,000 is to incorporate designated left-turn lanes and right-turn lanes with signalization to make for a safer intersection.
- Ongoing planning for the Fletcher Paint EPA site clean-up.
- Implementation of the annual capital improvements plan program.
- Ongoing coordination on the methodology and strategy associated with implementation of the Osgood Pond reclamation and wetland mitigation project, currently focusing on permitting a 4-5 acre dredging and aquatic habitat improvements.
- Community Development Block Grant (CDBG) management for the Pine Valley Mill affordable housing project.
- Coordination with the Recreation Department and Recreation Commission on a Recreation Chapter for adoption in the Master Plan for 2013.
- Support for the Economic Development Advisory Council (EDAC) and ongoing economic development initiatives relative to streamlined permitting and development processes; business resource website development; customer service; and developing recommendations for the Board of Selectmen on a Town-wide economic development policy and plan.
- Administration for the West Milford Tax Increment Financing District and the Advisory Board.
- Support for the Community Facilities Committee to meet its charge from the Board of Selectmen to develop recommendations for expansion of the Wadleigh Memorial Library.
- Town staff representation on various Nashua Regional Planning Commission transportation, land use, natural resource, and sustainability committees and regional planning initiatives.

***Zoning Enforcement and Compliance – Bill Parker, Community Development Director  
/Zoning Administrator***

This Office provides the staff support necessary to fairly and effectively interpret and enforce the Town of Milford Zoning Ordinance. Involved in this work is assistance to the public on zoning issues and applications, administrative support to the Zoning Board of Adjustment, and investigation of zoning code violations. There were 27 variance, special exception, and equitable waiver applications submitted to the Zoning Board this

past year dealing with a myriad of requests that required 'relief' from the Zoning Ordinance for property owners. Zoning compliance and enforcement is overseen by the Code Enforcement officers, and as is noted in the next section, there were 61 zoning-related complaints received by the Office in 2012.

***Building Safety/Code Enforcement – Dana MacAllister, Building Official***

During 2012 the Building Safety Department issued 530 permits and conducted 1,222 inspections, with the majority of permits being issued for electrical work (199) and renovations/additions (105). The large number of electrical permits issued is directly related to the surge in backup generator installations in Milford. In addition to plan review and project inspection, the Building Safety Department investigates complaints of unpermitted/substandard work and unsafe building conditions. We are also available to discuss home improvement projects with Milford residents and assist them to determine which codes apply to their project. If you have any questions about the building codes or are planning a home improvement project, please feel free to call our Office at 249-0620. For any residents wishing to review the various codes applicable in the State of New Hampshire, copies are available for reference at the Wadleigh Memorial Library as well as via web-link through the Town website.

In addition to building safety, our Department also investigates potential violations of the Town of Milford Zoning Ordinance. In 2012, 162 complaints were logged with unpermitted signs (38) being the most often reported. Out of the complaints investigated, 79% were resolved with the remaining open complaints under investigation or in the process of being resolved by the property owners.

Please visit the Community Development Office website at:  
<http://www.milford.nh.gov/departments/community-development> for information regarding Planning, GIS, Active Projects, Building Safety and Code Enforcement, Health, and other information and resources.

Respectfully submitted,  
Bill Parker, Community Development Director

2012 Building Department Statistics

	2012 YTD	2012 % of LY	2011	2010	2009	2008	2007	5 Yr Avg 2007-2011	2006	2005	2004	2003	2002	2001	10 Yr Avg 2001-2011	2000
<b>NEW CONSTRUCTION</b>																
Single family permits	8	53%	15	17	7	13	23	14	42	73	71	88	88	64	58	96
GMO issued permits (Recinded 3/9/10)	0		0	0	5	8	0	3	0	-	12	9	-	-	6	-
Single family (55+)	0		0	0	0	0	4	1	0	-	-	-	-	-	1	-
<b>Single family sub-total</b>	<b>8</b>	<b>53%</b>	<b>15</b>	<b>17</b>	<b>12</b>	<b>21</b>	<b>27</b>	<b>17</b>	<b>42</b>	<b>73</b>	<b>83</b>	<b>97</b>	<b>88</b>	<b>64</b>	<b>62</b>	<b>96</b>
Two-family residential (GMO)	0	0%	0	1	0	2	-	1	-	-	-	-	-	-	-	-
Multi family	0	0%	0	0	0	0	0	0	0	-	-	-	7	90	27	-
Multi family (55+)	0	0%	0	0	0	0	0	0	0	-	54	16	-	-	14	-
Multi family (62+)	0	0%	0	0	0	0	0	0	0	49	-	-	-	-	-	-
Multi family (subsidized)	0	0%	0	0	0	0	0	0	0	-	25	-	-	-	-	-
<b>Multi-family sub-total</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65</b>	<b>79</b>	<b>82</b>	<b>7</b>	<b>90</b>	<b>40</b>	<b>0</b>
<b>Commercial/Industrial sub-total</b>	<b>4</b>	<b>50%</b>	<b>8</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>14</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>11</b>
<b>Total new construction permits issued</b>	<b>12</b>	<b>52%</b>	<b>23</b>	<b>19</b>	<b>14</b>	<b>24</b>	<b>30</b>	<b>20</b>	<b>48</b>	<b>152</b>	<b>171</b>	<b>186</b>	<b>101</b>	<b>159</b>	<b>109</b>	<b>107</b>
<b>MISCELLANEOUS CONSTRUCTION</b>																
Misc residential (Includes SFR, Mfg, Multi)	105	80%	132	131	114	138	156	129	185	193	226	231	215	200	193	168
GMO issued permits (Deleted in 2010)	-	-	-	-	3	2	3	3	1	Not tracked	-	-	Not tracked	Not tracked	-	Not tracked
Additional Res dwelling units (RLU)	0	0%	1	-	Not previously separated out	-	-	-	-	-	-	-	-	-	-	-
Accessory dwelling units (ADU)	3	100%	0	0	3	0	0	2	ADU's not permissible	Not tracked	Not tracked					
Agricultural permits	1	100%	3	3	5	2	Not tracked	60	60	48	Not tracked	Not tracked				
Renewals for misc	22	116%	19	62	73	62	79	60	60	2	Not tracked	Not tracked				
Renewals for new construction	2	100%	2	4	8	6	7	5	15	2	Not tracked	Not tracked				
Demolition residential	6	86%	7	6	8	6	14	8	10	Not tracked	Not tracked					
Mfg home replacements	2	200%	1	2	1	1	4	2	5	5	7	0	8	7	5	10
<b>Misc residential sub-total</b>	<b>141</b>	<b>87%</b>	<b>163</b>	<b>208</b>	<b>215</b>	<b>217</b>	<b>263</b>	<b>209</b>	<b>276</b>	<b>248</b>	<b>233</b>	<b>231</b>	<b>223</b>	<b>207</b>	<b>237</b>	<b>178</b>
Misc commercial (demos included)	42	81%	52	59	45	75	69	58	38	41	41	49	45	0	45	35
Renewals for misc & new construction	3	150%	2	9	7	10	2	6	4	Not tracked	Not tracked					
<b>Misc commercial sub-total</b>	<b>45</b>	<b>83%</b>	<b>54</b>	<b>69</b>	<b>73</b>	<b>85</b>	<b>71</b>	<b>73</b>	<b>42</b>	<b>41</b>	<b>41</b>	<b>49</b>	<b>45</b>	<b>0</b>	<b>47</b>	<b>35</b>
<b>Tenant changes</b>	<b>16</b>	<b>70%</b>	<b>23</b>	<b>21</b>	<b>21</b>	<b>19</b>	<b>Not tracked</b>	<b>19</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>
<b>Work/construction w/o a permit (eff 6.01.10)</b>	<b>8</b>	<b>200%</b>	<b>4</b>	<b>2</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>-</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>	<b>Not tracked</b>
<b>Total Miscellaneous building permits issued</b>	<b>202</b>	<b>84%</b>	<b>240</b>	<b>259</b>	<b>288</b>	<b>303</b>	<b>338</b>	<b>286</b>	<b>323</b>	<b>294</b>	<b>281</b>	<b>280</b>	<b>276</b>	<b>214</b>	<b>289</b>	<b>223</b>
<b>OTHER PERMITS</b>																
Driveway	9	90%	10	19	14	20	27	18	34	58	70	81	67	65	53	78
Electrical	199	101%	198	186	167	211	230	199	202	256	266	278	227	222	237	198
Gas piping (eff 10/1/11 - only issued at MFD)	0	0%	36	48	52	34	0	34	0	0	0	0	0	0	4	0
Juneyard permit	0	0%	1	1	1	1	1	1	Not tracked	Not tracked	Not tracked	Not tracked	Not tracked	Not tracked	Not tracked	Not tracked
Mechanical (eff 10/1/11 - only issued at MFD)	53	79%	83	132	93	104	0	82	161	250	286	158	193	-	185	-
Plumbing	45	56%	80	84	85	40	48	60	60	56	44	34	101	117	112	114
Signs	10	83%	12	8	8	21	1	10	0	0	0	0	0	18	43	25
Stormwater (effective 4/10/7)	18	88%	47	650	480	519	405	434	514	688	741	608	655	422	558	415
<b>Additional permit totals</b>	<b>316</b>	<b>85%</b>	<b>487</b>	<b>650</b>	<b>480</b>	<b>519</b>	<b>405</b>	<b>434</b>	<b>514</b>	<b>688</b>	<b>741</b>	<b>608</b>	<b>655</b>	<b>422</b>	<b>558</b>	<b>415</b>
<b>Total permits</b>	<b>530</b>	<b>71%</b>	<b>750</b>	<b>868</b>	<b>782</b>	<b>846</b>	<b>773</b>	<b>760</b>	<b>885</b>	<b>1132</b>	<b>1193</b>	<b>1074</b>	<b>902</b>	<b>795</b>	<b>954</b>	<b>745</b>

2001 and 2000 figures taken from town report, not spreadsheets

Previous year (Single Family Residential)

1999	62	1994	96
1998	72	1993	61
1997	56	1992	130
1996	37	1991	46
1995	60	1990	37
		<b>25 Yr Avg</b>	<b>77</b>

2012 Community Development Statistics

	Q1-2012	Q2-2012	Q3-2012	Q4-2012	2012 YTD	% 2012 to 2011	2011 ACTUALS	2010 ACTUALS	2009 ACTUALS	2008 ACTUALS	2007 ACTUALS	6 Yr avg
<b>PLANNING</b>												
Site plans approved (existing sites)	0	0	2	3	5	100%	5	7	21	13	40	15
Site plans approved (new sites)	0	1	0	0	1	100%	3	0	2	6	3	3
Misc apps waivers, disc, etc (not included in totals)	1	3	1	4								
Extensions granted (not included in totals)	1	0	1	0								
<b>TOTAL SITE PLANS APPROVED</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>75%</b>	<b>8</b>	<b>7</b>	<b>23</b>	<b>19</b>	<b>43</b>	<b>18</b>
Site plans signed	0	0	1	2	3	50%	6	10	16	15	46	16
Subdivisions approved	1	0	1	2	4	100%	4	3	3	3	13	5
Lot line adjustments approved	0	0	1	0	1	33%	3	1	2	1	15	4
Condominium conversions approved	0	0	0	1	1	0%	0	0	0	0	17	3
Extensions granted (not included in totals)	0	2	0	1								
<b>TOTAL SUBDIVISIONS APPROVED</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>86%</b>	<b>7</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>45</b>	<b>12</b>
Subdivision plans signed	3	0	1	2	6	120%	5	3	5	5	32	9
<b>NEW LOTS CREATED (from date of plan signing)</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>33</b>	<b>660%</b>	<b>5</b>	<b>11</b>	<b>3</b>	<b>4</b>	<b>19</b>	<b>13</b>
<b>BUILDING</b>												
C/Os for new residential construction	2	1	3	4	10	77%	13	20	26	26	32	21
C/Os to add a residential living unit	1	0	0	1	2	200%	1	0	1	0	0	2
C/Os to remove/demo a dwelling unit (see below)	0	0	0	0	0	0%	3	0	1	0	0	1
C/Os for misc residential construction	19	17	23	18	77	75%	103	120	80	128	158	111
C/Os for new commercial construction	0	0	2	1	3	0%	6	1	4	4	3	4
C/Os for misc commercial construction	12	6	4	5	27	108%	25	31	33	41	19	29
C/Os for tenant changes	7	4	3	0	14	40%	35	24	23	22	16	22
<b>TOTAL C/O'S ISSUED</b>	<b>41</b>	<b>28</b>	<b>35</b>	<b>29</b>	<b>133</b>	<b>72%</b>	<b>186</b>	<b>196</b>	<b>167</b>	<b>221</b>	<b>228</b>	<b>189</b>
<b>TOTAL RES LIVING UNITS ADDED</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>12</b>	<b>150%</b>	<b>8</b>	<b>20</b>	<b>25</b>	<b>26</b>	<b>59</b>	<b>25</b>
<b>ZONING</b>												
Special Exceptions granted	1	5	6	4	16	133%	12	11	19	15	33	18
Special Exceptions denied	0	0	0	0	0	0%	3	1	3	0	0	1
<b>TOTAL SPECIAL EXCEPTION CASES</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>16</b>	<b>107%</b>	<b>15</b>	<b>12</b>	<b>22</b>	<b>15</b>	<b>33</b>	<b>19</b>
Equitable waivers granted	1	1	0	1	3	300%	1	3	2	1	0	2
Variances granted	0	3	0	4	7	233%	3	11	8	13	13	9
Variances denied	0	1	0	0	1	100%	1	1	3	2	1	2
<b>TOTAL VARIANCE CASES</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>200%</b>	<b>4</b>	<b>12</b>	<b>11</b>	<b>15</b>	<b>14</b>	<b>11</b>
Extensions granted (not included in totals)							1					
<b>ZBA TOTALS</b>	<b>2</b>	<b>10</b>	<b>6</b>	<b>9</b>	<b>27</b>	<b>135%</b>	<b>20</b>	<b>27</b>	<b>35</b>	<b>31</b>	<b>47</b>	<b>31</b>