



TOWN OF MILFORD, NH  
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

WEB: WWW.MILFORD.NH.GOV

## **STAFF MEMO**

**Date:** May 18, 2018  
**To:** Town of Milford Planning Board  
**From:** Lincoln Daley, Community Development Director  
**Subject:** **Hitchiner Manufacturing, Inc., 594 Elm Street, Tax Map 13, Lot 6 and 97 Old Wilton Road, Tax Map 14, Lot 6.** Public Hearing for a major site plan application to construct an 85,000 square foot industrial manufacturing building and related parking, drainage/stormwater management, landscape and lighting improvements. In addition, minor site plan to construct parking improvements on Map 14, Lot 6.

### **BACKGROUND:**

The applicant is presenting the formal site plan application to the Planning Board. They were last before the Board in April for a conceptual discussion. The project includes the construction of an 85,000 square foot manufacturing facility on Hitchiner Way, additional parking spaces, enlarged drainage system and stormwater management system, and related landscaping and site lighting plans. In addition, the proposal calls for the construction of a small parking area in front of the “Barn” company/private cafeteria operation located at 97 Old Wilton Road.

### **ADDRESS:**

594 Elm Street, Map 13 Lot 6.  
97 Old Wilton Road, Map 14 Lot 6

### **EXISTING USE:**

Properties are situated within Industrial Zoning District. The property located 594 Elm Street currently contains one industrial building totaling over 130,895 square foot manufacturing facility, which includes warehouse and office space, and 219 total parking spaces. The property located at 97 Old Wilton Road is currently an undeveloped lot.

### **LOT AREA:**

Lot 13-6: ±10.968 Acres (477,751SF)  
Lot 14-4: ±1.8 Acres (78,408SF)

### **APPLICATION STATUS:**

The application is complete and ready to be accepted. The Board will need to make a determination of regional impact.

### **NOTICES:**

Notices were sent to all property abutters on May 1, 2018.

### **ZONING DISTRICT/INFORMATION:**

The subject property is within the Industrial “I” Zoning District: The intent of the Industrial “I” District is to provide areas for manufacturing, processing, assembly, wholesaling, research and development. The proposed industrial development and site improvements meet the intent of the Industrial District and meet all dimensional requirements as stated in Section 5.06 with the exception of meeting the required 30% open space requirement per the Zoning Ordinance, Section 5.06.6 Open Space.

The current application results in a shortfall of open space of approximately 11,000 square feet. The applicant

explored the installation/inclusion of a green roof on the new facility to meet said requirement. Unfortunately, the current definition for open space in our Zoning Ordinance does not permit or consider a green roof as open space. As a result, the applicant has filed a lot consolidation form to consolidate Map 13, Lot 6 and the contiguous owned property Map 13, Lot 7-1. The addition or consolidation of Map 13, Lot 7-1 allows the proposal to meet the 30% open space requirement.

In addition, a portion of the parking lot/driveway expansion encroaches within the 25 foot wetland buffer area of a delineated wetland along the eastern property boundary and required a Special Exception. The applicant appeared before the Zoning Board of Adjustment on April 19, 2018 and was granted a special exception per the Milford Zoning Ordinances Article VI, Section 6.02.6.B to allow 10 feet of permanent encroachment for driveway pavement and 10 feet of temporary encroachment for construction disturbance and construction of slopes in the wetland buffer.

The property also falls within the West Elm Street Gateway District and is subject to the relevant design and performance standard relative to industrial development. The intent of this District is to encourage economic development in the West Elm Street Gateway District by enhancing, preserving and protecting the natural, historic and cultural resources of the Town. The proposal meets the intent of the District by providing a building design that is functional, aesthetically pleasing and harmonious with the architectural heritage of the community as well as providing positive economic return to the Town and property owners. The development reflects the intended character of Milford's industrial neighborhoods relative to massing, height, lot coverage, and setbacks, and enhances the streetscape and visual character of the corridor.

**EXISTING CONDITIONS:**

The subject property, Tax Map 13, Lot 6 is a 10.968 acre parcel located at the intersection of Elm Street (NH 101-A) and Hitchiner Way. The parcel is abutted by railroad tracks / Elm Street (NH 101-A) to the north, Old Wilton Road and existing Hitchiner buildings to the south, Hitchiner Way to the west, and industrial properties to the east. The property currently contains one industrial building totaling approximately 130,895 square feet and 232 parking spaces. As recently as 2007, the sit contained four industrial buildings, totaling 195,000 square feet and 313 parking spaces. Three of the buildings, approximately 80 parking spaces and other paved areas have subsequently been demolished totaling 4 acres of eliminated impervious surface. Tax Map 14, Lot 6 is a developed 1.8 acre property containing two office buildings and private restaurant. Surrounding the property are industrial uses, most notably MD trash removal the east and warehouse storage units to the south. Both properties are serviced by Town municipal water and sewer.

**TRAFFIC AND ACCESS MANAGEMENT:**

Vehicular egress and access to the property and new facility will be from driveways off of Hitchiner Way and Elm Street. Internal drives and parking areas provide for sufficient emergency vehicle access and circulation. The internal sidewalk system is being continued to accommodate employees and improve pedestrian safety. It is our understanding that the only larger delivery and transport vehicles will access/egress from the site via the Elm Street entrance. Staff recommends the inclusion of additional signage to minimize potential conflicts between larger and smaller vehicles. The anticipated increased number of employees as a direct result of the new facility would not necessitate a traffic impact analysis.

**OPEN SPACE/LANDSCAPING:**

The current application results in a shortfall of open space of approximately 11,000 square feet. The applicant explored the installation/inclusion of a green roof on the new facility to meet said requirement. Unfortunately, the current definition for open space in our Zoning Ordinance does not permit or consider a green roof as open space. As a result, the applicant has filed a lot consolidation form to consolidate Map 13, Lot 6 and the contiguous owned property Map 13, Lot 7-1. The addition or consolidation of Map 13, Lots 6 & 7-1 allows the proposal to meet the 30% open space requirement. Staff has reviewed the lot consolidation submittal form and determined that it is ready for acceptance and execution. Staff recommends that as a condition of approval the form be executed prior to Board signature of the site plan.

The applicant submitted a landscape plan for the new facility. Although the landscaping plan generally meets the minimum requirements for number/size of plantings and species utilized in front buildings and the perimeter/interior of

the proposed parking areas, further emphasis and enhanced landscape design elements will need to be included along the rear of the building (north side) and along the proposed paved area east of the new building.

Planning Staff inquired about incorporating Low Impact Design techniques into the landscaping plan to help manage stormwater and provide for infiltration/treatment opportunities. Unfortunately, NHDES rules preclude the applicant from designing infiltration practices on the project due to the shallow depth to seasonal high water table.

**DRAINAGE:**

Although the project is not located within the 100-year flood plain as shown on the Flood Insurance Rate Map Number 330096, dated September 25, 2009, the property falls within the Milford Groundwater Protection Zone 1 Overlay.

The main focus of the development is the proposed manufacturing facility and the new expanded parking area to the east of building. The proposed building will add 85,000 square feet of rooftop area and additional impervious surface in a portion of the property that once contained an industrial structure. The smaller parking area associated with the restaurant will replace the existing gravel parking area with approximately 2,000 square feet of bituminous pavement. Stormwater and snow will be directed to the proposed gravel shoulder to the west.

Since the project involves the redevelopment of the existing site, the stormwater management system design focus on collection, treatment, and detention of the stormwater from the areas of the site being modified. The applicant states that the drainage patterns will be similar to the pre-development conditions. The size of the existing stormwater basin located along the eastern portion of the property is being expanded to provide proper qualitative treatment and attenuation of stormwater leaving the sites.

The applicant submitted an Alteration of Terrain permit to NH DES and the local stormwater permit application to the Environmental Coordinator. Both are currently under review.

**PARKING:**

Proposed parking on site meets and exceeds the minimum requirements set forth in Section 6.05.4 Table of off Street Parking. The parking calculations for the project and campus are as follows:

REQUIRED PARKING:		EXISTING:	PROPOSED:
USE:			
1.	EXISTING MANUFACTURING: (130,695 SF X 1 SPACE/600 SF)	219 SPACES	219 SPACES
2.	PROPOSED MANUFACTURING: (85,000 SF X 1 SPACE/600 SF)	-----	142 SPACES
3.	OFFICE: (46,770 SF X 3 SPACES/1,000 SF)	141 SPACES	141 SPACES
4.	RESTAURANT: (50 SEATS X 1 SPACE/ 3 SEATS)	17 SPACES	17 SPACES
<b>TOTAL PARKING REQUIRED</b>		<b>377 SPACES</b>	<b>519 SPACES</b>
PARKING PROVIDED:		EXISTING:	PROPOSED:
LOCATION:			
1.	PLANTS 1 & 3 (594 ELM STREET)	235 SPACES	239 SPACES
2.	SUBURBAN PROPANE LEASE LOT	159 SPACES	159 SPACES
3.	METAL CASTING TECHNOLOGY	37 SPACES	37 SPACES
4.	ADMINISTRATION	7 SPACES	7 SPACES
5.	BARN	7 SPACES	5 SPACES
6.	WHITE HOUSE	10 SPACES	10 SPACES
<b>TOTAL PARKING PROVIDED</b>		<b>455 SPACES</b>	<b>457 SPACES</b>

**LIGHTING PLAN:**

The lighting plan consists of the downcast LED wall sconces and pole mounted LED lights. A photometric analysis was provided indicating that there will be minimal glare and spillover onto abutting properties and roadways. Staff has no issues with the lighting plan.

**BUILDING ELEVATIONS:**

The proposed building will replicate the architecture, materials, and massing found on the existing adjacent building. In

an effort to mitigate the long building facades, the applicant incorporated such elements as windows and alternative metal side paneling. With the recommended enhanced landscaped design and inclusion the proposed architectural design elements, Staff finds that building meets the requirements of the Development Regulations and Zoning Ordinance.

**INTERDEPARTMENTAL REVIEWS:**

**Ambulance:** No comments.

**Assessing:** No comments.

**Building Department:** No comments

**Conservation Commission:** See attached May 18<sup>th</sup> letter.

**Environmental Coordinator:** Stormwater Management Plans have been submitted including an application for the AoT permit (NHDES). Communication is on-going with the project engineer.

1. Is the "Source Control Plan" intended to serve as the O&M plan? If so, it appears to be prepared for Plant #1 and should be updated to include Plant #3.
2. The AoT waiver request argues that protection of the groundwater eliminates the possibility of infiltration. However, existing infiltration systems and ponds are referenced on page 2 of the "Stormwater Management Study" dated April 20, 2018 as well as the 2017 "Source Control Plan".
3. In the same document reference is made to erosion control devices (BMP's). Please note that preferred BMP's include silt soxx and mulch berms as opposed to straw bales and silt fence. This should be noted on the plan.
4. It appears the project will require inclusion under the NPDES Construction General Permit. As such an NOI will be required. The NOI and backup data will be part of the Stormwater Permit. Appropriate designation of and certifications signed by the active responsible entities will be required. Additionally, independent inspections of compliance with the stormwater permits (NPDES, AoT, town) by a certified inspector or PE will be required and copies should be provided electronically to the town.
5. Plan sheets should include a key to the symbols. For example, do the X's on the erosion control sheet signify "silt fence".
6. Proposed grading for supplemental the pond area should be emphasized.
7. Will the pond area be vegetated or stone?
8. General note 3 on sheet 10/20 – remove reference to payment responsibility for additional BMP's. This is an internal contractual issue and not a plan limitation.

**Fire Department:** No comments.

**Heritage Commission:** No comments/issues.

**Police Department:** No comments submitted.

**SoRLAC:** They were pleased to the peak offsite drainage flows reduced from present conditions. The area is essentially flat with a high water table and the river is far enough away that only a portion of the property is within the SoRLAC's jurisdiction. However, eventually everything flows to the Souhegan River. They recommend that "Dump No Waste" stickers be attached to all storm drains. They further recommended that a certified Green Pro snow removal service be used to plow snow or the company get certified and follow BMPs.

**Water Utilities:** No comments submitted.

**Zoning Administrator:** No further comments.

**Planning Department:**

Said comments and recommendations provide an overview of areas that will be need to be addressed at the Public Hearing or shown as part of the application:

1. Sheet 7. Please revise the plan to include the construction/engineering details of the proposed retaining wall.
2. Sheet 7. Please revise the plan to include the construction/engineering details of the of the proposed 6 ft high sliding screen fence.
3. Sheet 9. With regards to the entrance/egress on Elm Street, please revise the plans to include all required traffic

control signage and devices in accordance with Manual on Uniform Traffic Control Devices for Streets and Highways, and state and local regulations.

4. Sheet 9. Please provide the status on any/all discussions with Boston and Main Corp. regarding improvements to the access/egress and crossing. Has Boston and Main Corp. authorized any/all improvements.
5. Sheet 14. Please revise the plans to include the construction/engineering details for the lighted bollard. Currently, Sheet 14 only includes a typical non-illuminated bollard.
6. Sheet 19. Please identify which of the existing trees will remain along the northern property boundary.
7. Sheet 19. Pursuant to Development Regulations, Section 6.08.06 Landscaping Along Building Frontages, "landscaping shall be provided along all building frontage. A minimum of one (1) shrub for every five (5') feet of building frontage shall be provided. In instances where it is not possible to locate all required shrubs along the building frontage due to doorways, walkways or other impervious surfaces, the required shrubs shall be utilized within the parking lot or landscape buffers. Plant locations are designed to be flexible and not necessarily in even spaced intervals." Please revise the plans to meet the intent of the regulation. I might suggest focusing landscape design efforts along the northern side of the building and eastern portion of the property in proximity to the proposed parking expansion.
8. Sheet 19 and 20. Please revise the sizing/caliper of the plantings in accordance Development Regulations, Section 6.08.8 Planting Standards. In addition, please amend the planting details/note by replacing the application of 4" of mulch to 3" per the Development Regulations.
9. Lighting Plan, Sheet 1. Please include representative photographs of each of the proposed types of illumination. Please revise the plan to include the
10. Sheet E001. Please revise the plans to include construction/engineering details for the light pole shown.
11. General Comment. Given the total area of impervious surface related to parking and proximity within the watershed, winter maintenance should incorporate Green SnowPro management practices.
12. General Comment. Zoning Ordinance, Section 6.07.6.G.7 Transit states that all sites over 2 acres will be evaluated to determine if the site is a feasible location for future public transit service. An easement to accommodate future bus turnouts and shelters may be required. Further, internal sidewalks should be planned to provide access to this easement area. Consideration should be given to include a future public transit service.
13. General Comment. Consideration should be given to creating a dedicated pedestrian path allowing employees the ability to walk around the entire facility/property.
14. General Comment. Final approval should be conditional upon written confirmation of approvals for the AOT permit and local Stormwater Permit from NH DES and Town of Milford.

#### **STAFF RECOMMENDATIONS:**

The applicant should be prepared to address all of the comments raised by the Planning Board, Conservation Commission, Town Consultants, Staff, and public pertaining to the Site Plan Final Design and revise the plans/information accordingly. Staff finds that the majority of comments and recommendations by staff involve plan revisions that could be managed administratively prior to Board signature. Barring any/all input and recommendations from the Board, Staff recommends approving the application subject to the following conditions:

1. The Applicant shall submit written confirmation of approvals for the AoT permit and local stormwater permit from NH DES and Town of Milford.
2. The Applicants shall submit any/all revised plans, reports, and associated information referenced in the Staff memo dated May 18, 2018 to the Community Development Office for review and approval by the Town and its agents.
3. The Applicant shall The Applicants shall submit any/all revised plans, reports, and associated information to the Community Development Office for review and approval by the Town and its agents.
4. The Applicant shall attached "Dump No Waste" stickers to all storm drains.
5. The Applicant shall be required to use a certified Green Pro snow removal service to manage snow onsite or company receive certification and follow BMPs.

Aerial of 594 Elm Street, Map 13 Lot 6 and Map 14 Lot 6



Town of Milford  
CONSERVATION COMMISSION

Town Hall  
1 Union Square  
Milford, NH 03055-4240  
(603) 249-0628  
Fax (603) 673-2273  
www.milford.nh.gov  
conservation@milford.nh.gov



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## MEMORANDUM

May 17, 2018

To: Milford Planning Board

**Re: Map/Lot 13-6 Interdepartmental Review  
Hitchiner Plant #3 construction**

To the Board,

The Conservation Commission has a few comments concerning this proposed plan.

1. Consider placing a fitness trail or a walking path on the perimeter of the property, which could cover an extended linear drainage system. This could also serve as a stormwater management system while benefiting employees. Many Hitchiner employees currently walk on adjacent roads and trails during their break time.
2. Silt socks or a mulched berm provide better stormwater erosion prevention characteristics than silt fencing. Please consider specifying this best management practice in the site plan notes.
3. This very large parking area offers an opportunity to use some creativity to provide additional stormwater management by using pervious surface treatments. Pervious pavement installations are working on other sites in the region.
4. The Hitchiner corporate philosophy promotes an environmental attitude expressed in stated green goals and practices on the company website. A practical indication of this philosophy would be to construct this new facility with sustainable materials and practices as detailed in LEED certified buildings (Leadership Energy and Environmental Design). Solar panels on the large roof of this building would showcase the corporate philosophy.

The Commission appreciates the opportunity to review this application. We look forward to seeing a well-designed project that improves the natural resource functionality of the site.

Respectfully,

Andy Hughes, Chair  
Milford Conservation Commission