



TOWN OF MILFORD, NH  
OFFICE OF COMMUNITY DEVELOPMENT

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**STAFF MEMORANDUM**

**Date:** April 5, 2024  
**To:** Town of Milford Planning Board  
**From:** Terrence S. Dolan, Town Planner  
**Subject:** **Case SP #2024-05: Chappell Properties, LLC-Minor Site Plan Approval, with Waiver Request for Landscaping**

**BACKGROUND:**

The applicant, Chappell Properties, LLC, has applied for *Minor Site Plan Approval*, with a Waiver Request for a portion of their existing (southern-most) cell of developed self-storage facility property located at 454 NH Rt. 13 South, (Map 48 Lot 8), at the southerly end of their overall lot that is 2.74 acres in size.

The overall lot is zoned *Integrated Commercial-Industrial* (“ICI”), and includes the businesses of Chappell Self-Storage facilities (in multiple areas of the site), along with the Souhegan Valley Motor Sports. The applicant proposes to modify & convert approximately 41 liner feet of their existing southern-most permanent self-storage building, (approximately 1,205 sq feet), utilizing four of the existing twelve (12) self-storage units within the only permanent storage building contained on this separate facility site, with the only existing access being from Old Brookline Road.

This area of the (permanent) self-storage twelve (12) unit building structure was created *around 1975*, according to the property ownership. Within this separate, developed self-storage facility area, along with the 12-storage unit (permanent) building, there are eight (8) “temporary” self-storage multi-unit “pods” that can be readily portable via flatbed truck. These smaller “*temporary storage units*” sit on small (approx. 8” high) bracket legs, directly onto the asphalt paved surface. Property ownership indicated that these *temporary storage pods* did not require any further approvals from the town, at that time.

On March 18, 2008 (SP #2008-05), the Planning Board approved other (more northerly) non-connected portions of the overall 2.74-acre Lot for both a porch to be constructed on the then proposed *Souhegan Motor Sports* and the former *Devine Flooring* facility, and the addition of a new adjacent self-storage building to those facilities southerly side.

However, these businesses are not physically connected via any direct access to the above-referenced southern portion of the overall site where the proposed conversion of a portion of those existing self-storage units to an Auto Detailing business is proposed.

Staff review of the historic planning files noted that the existing (permanent) 12-unit storage building is shown on the (approved) 2008 Site Plan, but no separate Site Plan Case File appears to exist solely for this self-storage building area.

The applicant is proposing convert the four southern-most (9’ wide by 30’ deep) self-storage units of the referenced permanent building into a *three (3) garage bay configuration* for the proposed “Chappell Auto Detailing Garage”.

The (southern-most) 4<sup>th</sup> self-storage unit is to be converted into a dedicated Manager’s (10’ by 30’) Office. Approximately 1,200 square feet of existing self-storage units shall be utilized for this new business. Three other southerly-adjacent self-storage *Temp Self-Storage (Pods #1-#3)* are proposed to be eliminated to make room for parking. The remaining five (5) Temp Self Storage Pod structures at the northern end of this self-storage area are proposed to remain in operation.

**Note:** Please review all provided site plan graphics, architectural renderings/floor plan schematics and location maps for reference.

Based on required parking calculations, a total of 3.2 parking spaces are required, where a total of four (4) parking spaces are being proposed. No *delineated* parking is presently available at this self-storage facility.

No building expansion, nor any additional impervious surface areas are being proposed with this existing building conversion proposal. However, our town Engineer has provided comments requiring additional discussion between the applicant and the NHDES for any needs for stormwater quality treatment. At this time, NHDES has not yet responded to the applicant's request for information.

**LANDSCAPE WAIVER REQUEST**

The Waiver Request is for relief from Sections 6.08.6 & 6.08.7 of the Milford Zoning Regulations in regards to building frontage & parking lot landscaping requirements, due the nature of the long-term existing, developed site.

As stated, there does not appear to be any prior PL. Bd. Case Approval specifically involving this permanent self-storage building area (of the overall Lot) other than this permanent storage building appearing on the March 18, 2008 (SP #2008-05) Site Plan-as an *existing self-storage building*.

It is acknowledged this south portion of the overall Map 48 Lot 8 site's southern, western & northern sides are heavily naturally-buffered, and the site does not appear to require any additional site buffering.

Staff does recommend that the eastern (long) building flank along the top of the steep open, grassed side slope of the lot be buffered with foundation landscape trees/tall shrubs in order to provide buffering to break up this +/- 120 linear foot eastern building face, and the approximately 65 L.F. of the eastern side of the designated parking area where the existing Temp. Storage Pods (#1- #3) will be eliminated for new parking along the Route 13 side.

Due to the existing steep slope (immediately) adjacent to the eastern building face, staff recommends a single row of 6-foot-tall (min.) evergreen trees/shrubs (minimum count of 30) be planted along the existing (eastern) building wall and eastern side of the new parking area, at a separation distance of +/-6 feet on center.

**FIRE DEPARTMENT/CONSERVATION COMMISSION/TOWN ENGINEER COMMENTS**

Please see separate link for all three Department Comment Memos

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**STAFF RECOMMENDATION:**

In consideration of the ongoing, attempted discussions with NH Dept. of Environmental Services regarding guidance for water quality discharge considerations for the auto detailing facility, Staff recommends that the utilization of the designated four (4) self-storage be conditionally-approved for the auto detailing business proposal, with the inclusion of the above referenced landscape requirements in granting the Landscape Waiver request.

This Minor Site Plan Conditional Approval shall also be contingent upon, and shall include any additional treatment conditions, as set forth by the NHDES for any potential site water quality discharge.

