

# TOWN OF MILFORD, NH OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

WEB:

### **STAFF MEMO**

Date: August 11, 2020
To: Planning Board

From: Kellie Walsh, Town Planner

Subject: Quiet Caboose Holdings, LLC (applicant/owner) - Review for acceptance and consideration of final

approval for a major site plan to construct a 1,800 square foot building with garage and associated site improvements for wholesale, storage and warehousing. The parcel is located at 15 Elm Street in the

Commercial and Nashua Elm Street Overlay Districts. Tax Map 25, Lot 16.

## BACKGROUND/PROPOSAL:

Map 25, Lot 16 is located at 15 Elm Street in the Commercial and Nashua Elm Street Overlay Districts. The property is the location of Hayes Heating & Air Conditioning and an existing building which has 2 residential units and an office space. It is abutted by Jacques Memorial School to the north and east, a multifamily residence to the west and the Unitarian Universalist Congregation to the south. The proposal is to construct a 1,800 square foot building with garage for wholesale, storage and warehousing. The garage does not intend to expand the business as it will house vehicles and materials that are currently onsite. As part of the proposal, a dilapidated storage shed will be removed completely and replaced with a permeable paver patio. As the Board may recall, the applicant presented a conceptual plan for this parcel in Fall 2019. The applicant has now submitted a formal application and is seeking final approval.

## **APPLICATION STATUS:**

The application is complete and ready to be accepted.

#### **NOTICES:**

Notices were sent to all property abutters on August 6, 2020.

## **WAIVERS**:

No waivers have been requested.

#### <u>ZONING:</u>

The parcel is within the Commercial District. The intent of the Commercial District is to provide areas for those businesses, institutional, financial, governmental and compatible residential uses which constitute the commercial requirements of the Town.

The parcel is located within the Nashua and Elm Street Corridor District. The purpose of this Ordinance is to implement the Town of Milford's vision for the future as set forth in the Community Character Chapter of the Master Plan 2007 Update: Goal No. 2: Foster the traditional character of Milford's neighborhoods by encouraging a human scale of development that is similar in setbacks, size and height, and that is comfortable and safe for pedestrians and non-motorized vehicles while allowing for an efficient and safe roadway network.

The parcel also lies within the Level 1 Groundwater Protection District.

#### TRAFFIC AND ACCESS MANAGEMENT:

Vehicular egress and access to the property will be from a single existing curb cut off of Elm Street. Designated parking areas have been provided internally on site.

#### **PARKING:**

The proposed parking meets the minimum requirements set forth in Section 6.05.4 Table of off Street Parking which requires one (1) spaces per 1,000 square feet for wholesale, storage and warehouse: 3,148 SF = 3.54 spaces; 3 spaces per 1,000SF for office: 1,949SF = 5.85 spaces; 2 spaces per dwelling unit: 2 units = 4 spaces. Total spaces required = 14 spaces. The applicant has proposed 14 spaces on site.

## **OPEN SPACE/LANDSCAPING:**

The applicant is proposing to keep the existing landscaping. There is no additional landscaping being proposed at this time. The Board may wish to discuss potential areas on site where landscaping could be added.

As per Section 5.03.7 of the Zoning Ordinance, open space shall be provided for all uses, other than single-family and two-family dwellings in an amount equal not less than thirty (30) percent of the total lot area. The property exceeds the minimum open space requirements 32.1% of the total parcel area.

### DRAINAGE/STORMWATER MANAGEMENT

The proposed improvements mitigate the increase in stormwater flow from the increased impervious area and the project is acceptable from an engineering perspective. See KV Partners letter dated August 11, 2020.

#### **BUILDING ELEVATIONS**

The applicant has provided the proposed building elevations for review and consideration by the Board (see attached). The proposed elevations provide the appropriate scale, massing and from when compared to the surrounding properties and buildings.

#### **INTERDEPARTMENTAL REVIEWS:**

**Ambulance:** No concerns/issues. **Assessing:** No concerns/issues.

**Building Department:** No comments

Code Enforcement/ Health: No comments.

Conservation Commission: Comments due by 8/15/2020.

Fire Department: No concerns/issues.

Heritage Commission: Comments due by 8/15/2020.

Police Department: No concerns/issues

Public Works: No comments.

Water/Sewer Utilities: No comments.

**Drainage/Stormwater**: See attached letter from KV Partners.

#### **Community Development / Planning:**

- 1. This parcel is located in the Nashua and Elm Street Corridor District. The Board may wish to discuss potential opportunities to incorporate certain requirements of the Nashua/Elm Corridor District into this proposal.
- 2. Site Plan. A dumpster enclosure located on the north side of the property is shown to be encroaching on the abutting lot 25-17. This should be removed/moved
- 3. Landscape Plan. Staff would recommend additional landscaping within the site in compliance with Section 6.08.6 requiring a minimum of 1 shrub for every 5 feet of building frontage or 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.
- 4. Signage. If the applicant intends on changing the existing sign a sign permit may be required. Please coordinate with the Office of Community Development zoning administrator.

## **STAFF RECOMMENDATIONS**:

The applicant should be prepared to address the comments raised by the Planning Board, Conservation Commission, Town Consultants, Staff, and public pertaining to the Site Plan. If the Board is satisfied with the information and responses from the applicant and finds the remaining concerns can be addressed with staff, staff would recommend a conditional approval.





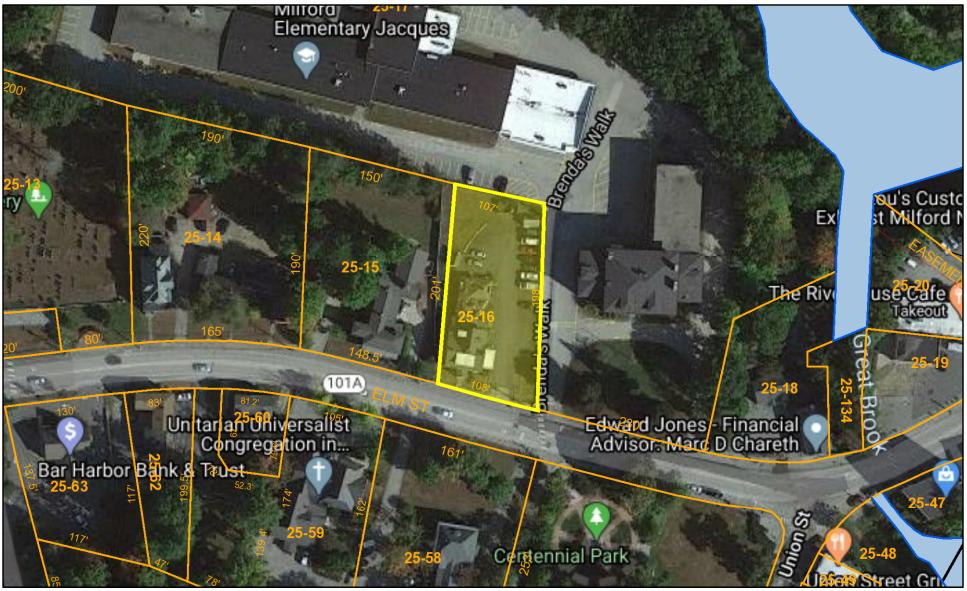
Milford, NH



1 inch = 100 Feet

100 200 300

August 12, 2020



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

August 11, 2020

Kellie Walsh, Town Planner Town of Milford Community Development 1 Union Square Milford NH 03055

Re: Hayes Heating and Airconditioning Site Plan (Tax Map 25, Lot 16) – Site Plan Review

Dear Ms. Walsh:

We reviewed the three-sheet plan set and the Stormwater Management Report both dated July 20, 2020 and prepared by Meridian Land Services, Inc. in accordance with our agreement with the Town. Based on that review, we find that the proposed improvements mitigate the increase in stormwater flow from the increased impervious area and the project is acceptable from an engineering perspective.

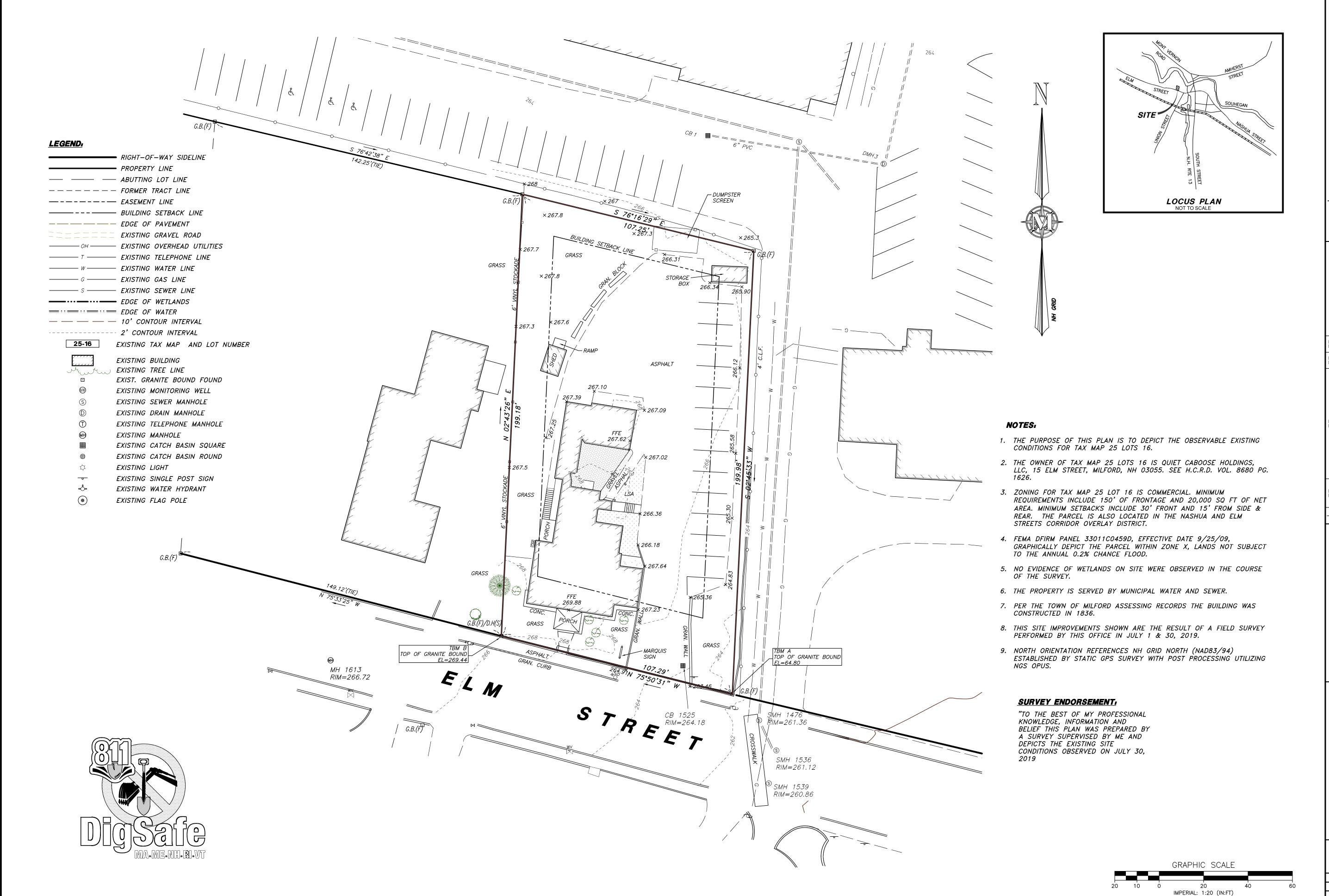
If you have any questions or need any additional information, please feel free to contact me at 603-413-6650 or on my cell phone at 603-731-1562 or by email at <a href="MVignale@kvpllc.com">MVignale@kvpllc.com</a>.

Sincerely,

**KV** Partners LLC

Michael S. Vignale, P.E.

**Principal Engineer** 



LAND SERVICES, I
ENGINEERING | SURVEYING | PERMIT
SOIL & WETLAND MAPPING | SEPTIC DE
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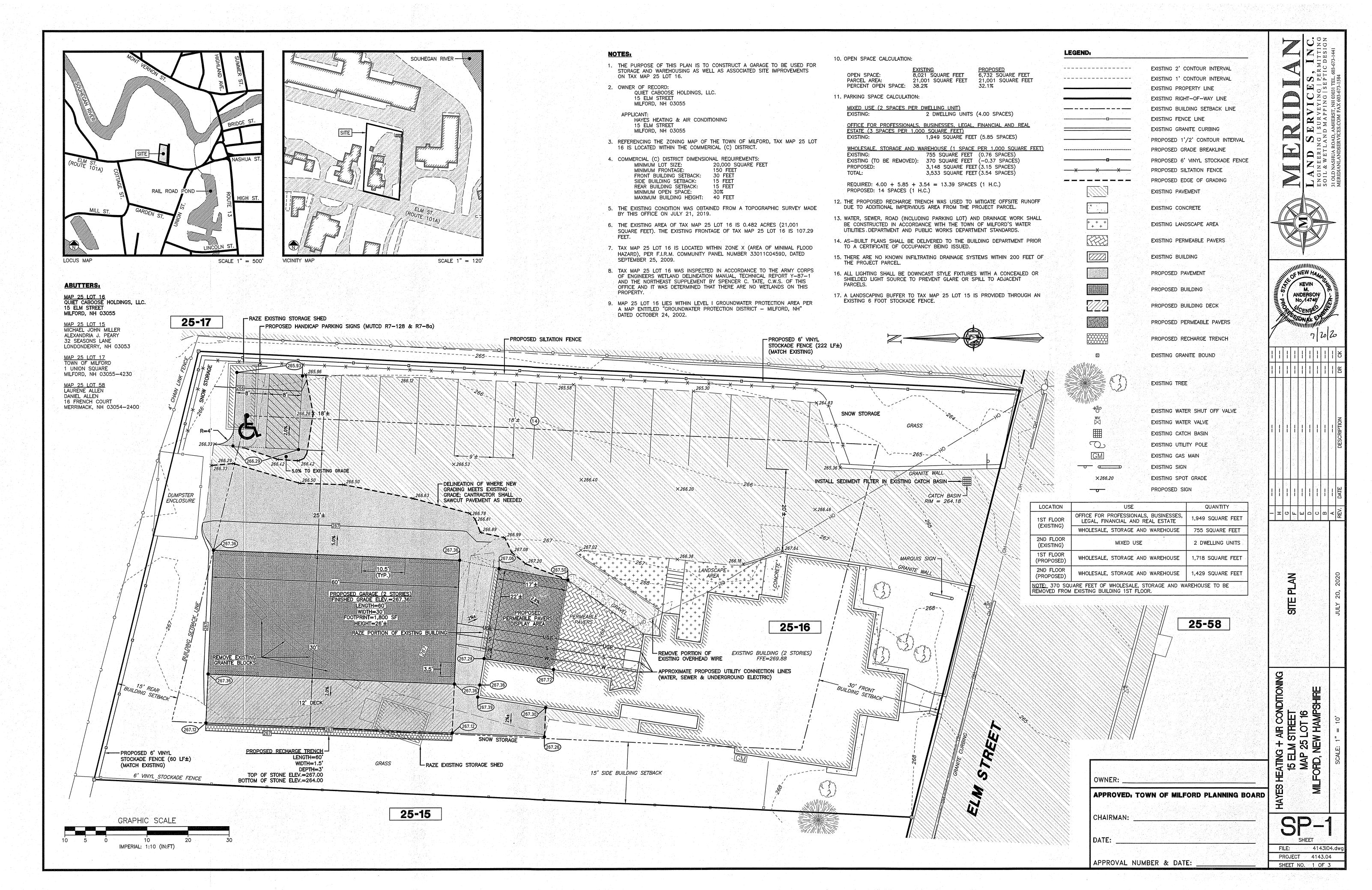
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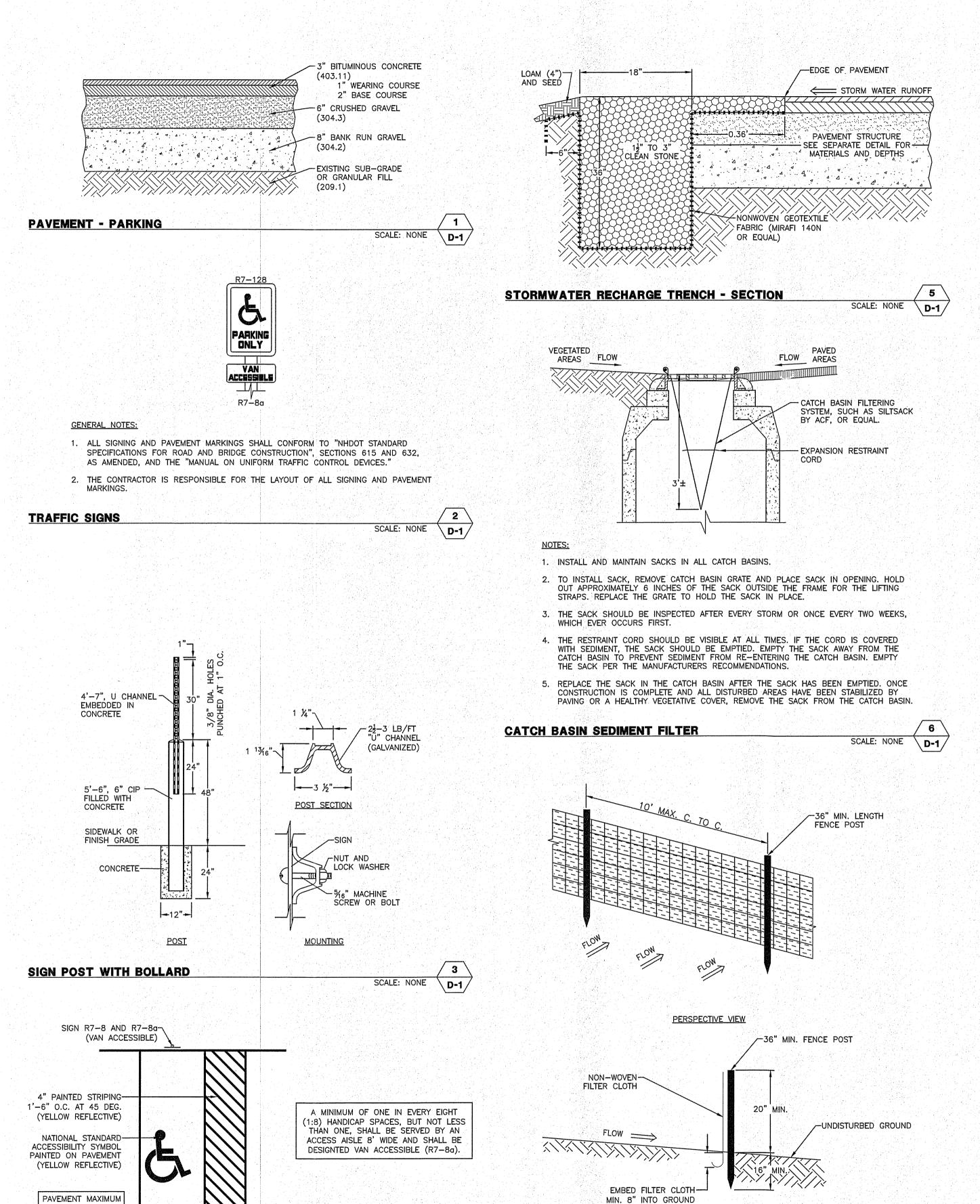
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EX-1
SHEET

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FILE: 4143T03.dwg
PROJECT 4143.03
SHEET NO. 2 OF 3



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- ALL CONSTRUCTION SHALL CONFORM TO THE APPLICABLE REQUIREMENTS AND SPECIFICATIONS OF THE TOWN OF MILFORD. OTHERWISE, ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT EDITION OF NHDOT "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (LATEST EDITION).
- 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION, SIZE, AND ELEVATION OF ALL EXISTING UTILITIES SHOWN OR NOT SHOWN ON THESE PLANS AND SHALL VERIFY THAT ALL THE INFORMATION SHOWN HEREON IS CONSISTENT, COMPLETE, ACCURATE, AND CAN BE CONSTRUCTED PRIOR TO AND/OR DURING CONSTRUCTION. MERIDIAN LAND SERVICES, INC., AS DESIGN ENGINEER, SHALL BE NOTIFIED IN WRITING OF ANY DISCREPANCIES, ERRORS, OMISSIONS, OR EXISTING UTILITIES FOUND INTERFERING WITH THE PROPOSED CONSTRUCTION SO THAT REMEDIAL ACTION MAY BE TAKEN BEFORE PROCEEDING WITH THE WORK.
- 3. THE OWNER AND/OR CONTRACTOR SHALL VERIFY ALL ZONING SETBACK REQUIREMENTS FOR CONFORMANCE PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL CONTACT "DIGSAFE" (811) 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
- 5. COMPLIANCE WITH ALL APPLICABLE REGULATIONS AND SPECIAL CONDITIONS OF TOWN/CITY AGENCIES, SUCH AS THE PLANNING BOARD, CONSERVATION COMMISSION, AND OTHERS, IS MANDATORY AND IS THE RESPONSIBILITY OF THE OWNER.
- ANY ALTERATION OF THIS DESIGN OR CHANGE DURING CONSTRUCTION MAY REQUIRE APPROVAL OF VARIOUS TOWN BOARDS OR AGENCIES AND SHALL BE DISCUSSED WITH THE OWNER AND MERIDIAN LAND SERVICES, INC. PRIOR TO CONSTRUCTION.
- 7. IF APPLICABLE, ALL DRAINAGE STRUCTURES SHALL CONFORM TO NHDOT STANDARDS.
- 8. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE APPROPRIATE TOWN DEPARTMENT PRIOR TO CONSTRUCTION TO ARRANGE FOR INSPECTIONS OF THE
- 9. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ACCURATE AS—BUILT INFORMATION OF ALL WORK, ESPECIALLY UNDERGROUND CONSTRUCTION OF UTILITY LINES, SERVICES, CONNECTIONS, ETC. AND APPROPRIATE TIES TO ABOVE GROUND PERMANENT STRUCTURES, FIELD SURVEY COORDINATES, OR SOME OTHER METHOD OF ESTABLISHING THE AS-BUILT CONDITION OF ALL CONSTRUCTION.

**CONSTRUCTION NOTES** 

- DURING CONSTRUCTION AND THEREAFTER, EROSION CONTROL MEASURES ARE TO BE IMPLEMENTED AS NOTED:
- 1. INSTALLATION OF SILT SOCKS AND SILTATION FENCE WHERE INDICATED SHALL BE COMPLETED PRIOR TO THE START OF SITE WORK IN ANY GIVEN AREA.
- 2. SILT SOCKS AND SILTATION FENCES SHALL BE KEPT CLEAN DURING CONSTRUCTION AND REMOVED WHEN ALL DISTURBED AREAS HAVE A HEALTHY STAND OF VEGETATIVE COVER. EROSION CONTROL MEASURES SHALL BE INSPECTED AT LEAST ONCE A WEEK AND AFTER EVERY 0.5" OR GREATER RAINFALL.
- 3. EXISTING VEGETATION IS TO REMAIN UNDISTURBED WHEREVER POSSIBLE.
- 4. PER THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES, THE SMALLEST PRACTICAL AREA SHALL BE DISTURBED DURING CONSTRUCTION. THE TOTAL AREA OF ACTIVE DISTURBANCE, INCLUDING LOT DISTURBANCES, SHALL NOT EXCEED 5 ACRES.
- 5. THE DURATION OF TIME THAT AN AREA IS DISTURBED SHALL BE MINIMIZED. ALL NON-ACTIVE DISTURBED AREAS (ie: CLEARED FOR CONSTRUCTION BUT NOT PRESENTLY UNDERGOING CONSTRUCTION) SHALL BE STABILIZED WITHIN 28 DAYS OF DISTURBANCE ALL DISTURBED AREAS SHALL BE STABILIZED WITHIN 72 HOURS AFTER FINAL GRADING
- 6. ALL DITCHES, SWALES AND DETENTION BASINS SHALL BE CONSTRUCTED DURING THE INTIAL PHASE OF CONSTRUCTION AND SHALL BE STABILIZED PRIOR TO DIRECTING STORM WATER FLOW TO THEM.
- 7. AN AREA MAY BE CONSIDERED STABILIZED WHEN ONE OF THE FOLLOWING HAS OCCURED:
- A. BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED; B. A MINIMUM OF 85% VEGETATED GROWTH HAS BEEN ESTABLISHED; C. A MINIMUM OF 3" OF NON-EROSIVE MATERIAL SUCH AS STONE OR RIPRAP HAS BEEN INSTALLED; OR D. EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED.
- 8. ALL DISTURBED AREAS SHALL BE COVERED WITH A MINIMUM OF 4" OF LOAM. LOAM SHALL BE COVERED WITH THE APPROPRIATE SEED MIXTURE AS INDICATED BELOW.

THE SEED MIXTURE SHALL BE APPLIED AT A RATE OF 2.5 POUNDS PER 1,000 SQ. FT. AND SHALL BE MIXED AS FOLLOWS:

TYPICAL LAWN SEED CREEPING RED FESCUE 0.87 LBS. I CREEPING RED FESCUE 1.01 LBS. KENTUCKY BLUEGRASS 0.71 LBS. RYE GRASS 0.75 LBS. 0.58 LBS. RYE GRASS RED TOP 0.18 LBS. RED TOP 0.14 LBS. ALSIKE CLOVER 0.18 LBS. BIRDSFOOT TREFOIL 0.18 LBS.

9. APPLY LIMESTONE AND FERTILIZER ACCORDING TO SOIL TEST RECOMMENDATIONS. IF SOIL TESTING IS NOT FEASIBLE ON SMALL OR VARIABLE SITES, OR WHERE TIMING IS CRITICAL. FERTILIZER MAY BE APPLIED AT THE RATE OF 600 POUNDS PER ACRE OR 13.8 POUNDS PER 1,000 SQUARE FEET OF LOW PHOSPHATE FERTILIZER (N-P205-K20) OR EQUIVALENT (LOW PHOSPHORUS FERTILIZER IS DEFINED BY THE COMPREHENSIVE SHORELAND PROTECTION ACT AS LESS THAN 2% PHOSPHORUS). APPLY LIMESTONE (EQUIVALENT TO 50 PERCENT CALCIUM PLUS MAGNESIUM OXIDE) AT A RATE OF 3 TONS PER ACRE (138 LB. PER 1,000 SQUARE FEET).

FERTILIZER SHOULD BE RESTRICTED TO A LOW PHOSPHATE, SLOW RELEASE NITROGEN FERTILIZER WHEN APPLIED TO AREAS BETWEEN 25 FEET AND 250 FEET FROM A SURFACE WATER BODY AS SPECIFIED BY THE COMPREHENSIVE SHORELAND PROTECTION ACT (SLOW RELEASE FERTILIZERS MUST BE AT LEAST 50% SLOW RELEASE NITROGEN COMPONENT). NO FERTILIZER EXCEPT LIMESTONE SHOULD BE APPLIED WITHIN 25 FEET OF THE SURFACE WATER. THESE LIMITATIONS ARE REQUIREMENTS.

- 10. PERMANENT OR TEMPORARY COVER MUST BE IN PLACE BEFORE THE GROWING SEASON ENDS. WHEN SEEDED AREAS ARE MULCHED, PLANTINGS MAY BE MADE FROM EARLY SPRING TO EARLY OCTOBER. WHEN SEEDED AREAS ARE NOT MULCHED, PLANTINGS SHOULD BE MADE FROM EARLY SPRING TO MAY 20 OR FROM AUGUST 10 TO SEPTEMBER 15. NO DISTURBED AREA SHALL BE LEFT EXPOSED DURING THE WINTER MONTHS.
- 11. THE SITE CONTRACTOR SHALL MAINTAIN A VIGOROUS DUST CONTROL PROGRAM THROUGHOUT THE CONSTRUCTION PROCESS. EXPOSED EARTH SHALL BE KEPT MOIST OR MULCHED AT ALL TIMES TO PREVENT DUST FORMATION. SPECIAL ATTENTION SHALL BE PAID TO HIGH TRAFFIC AREAS.

**EROSION CONTROL** 

SCALE: NONE \ D-1

SECTION

<u>SILTATION FENCE</u>

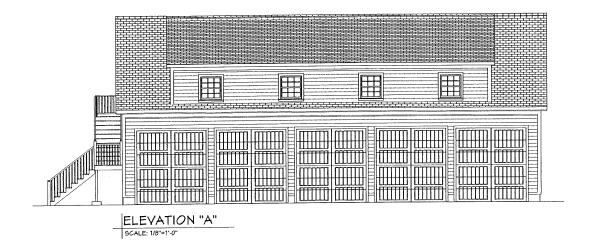
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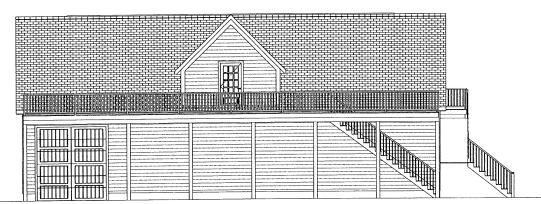
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ALL DIRECTIONS.

HANDICAP PARKING - VAN ACCESSIBLE











TO THE BEST OF MY KNOWLEDGE THESE PLANS HAVE BEEN DRAWN TO COMPLY WITH OWNERS AND/ OR BUILDERS SPECTFICATIONS. ANY CHANGES MADE AFTER PLANS HAVE BEEN ISSUED WILL BE AT THE EXPENSE AND RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXISTING DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION. CONTRACTOR IS ALSO RESPONSIBLE FOR ADHERING TO ALL LOCAL AND STATE BUILDING CODES. CONTRACTOR SHALL VERIFY ALL FRAMING AND STRUCTURAL MEMBERS WITH MANUFACTURER OR LICENSED STRUCTURAL ENGINEER PRIOR TO CONSTRUCTION, HE/SHE SHOULD ALSO CONSULT WITH A LICENSED STRUCTURAL ENGINEER ABOUT ANY STRUCTURAL CONCERNS BEFORE STARTING CONSTRUCTION.

RESIDENTIAL DESIGN SOLUTIONS
BY LISA MELVIN, LLC
PO BOX 548 MONT VERNON, NH 03057
603-235-4246

LMELVIN548@GMAIL.COM

GARAGE
15 ELM STREET - MILFORD, NH
ELEVATIONS

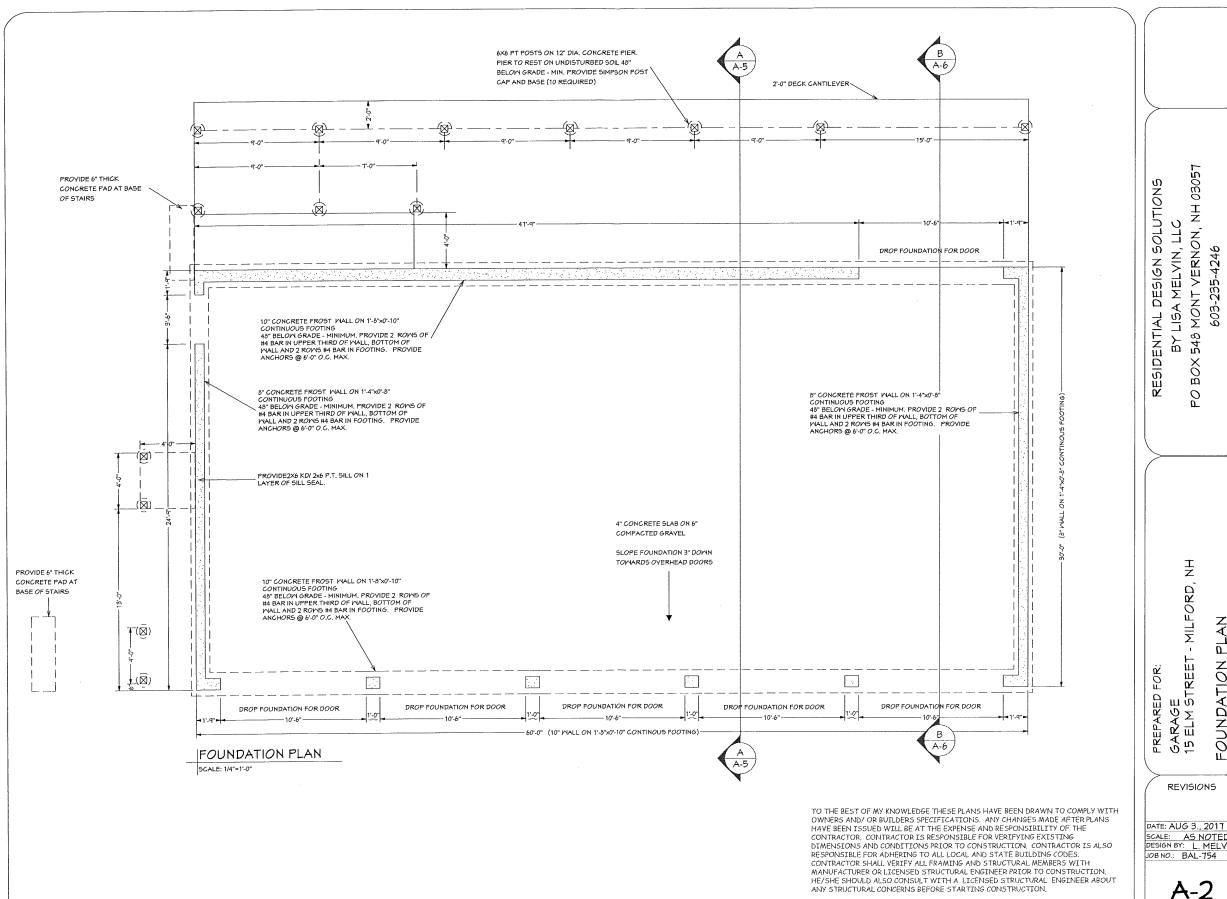
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**REVISIONS** 

DATE: AUG 3., 2017 SCALE: AS NOTED DESIGN BY: L. MELVIN JOB NO.: BAL-754

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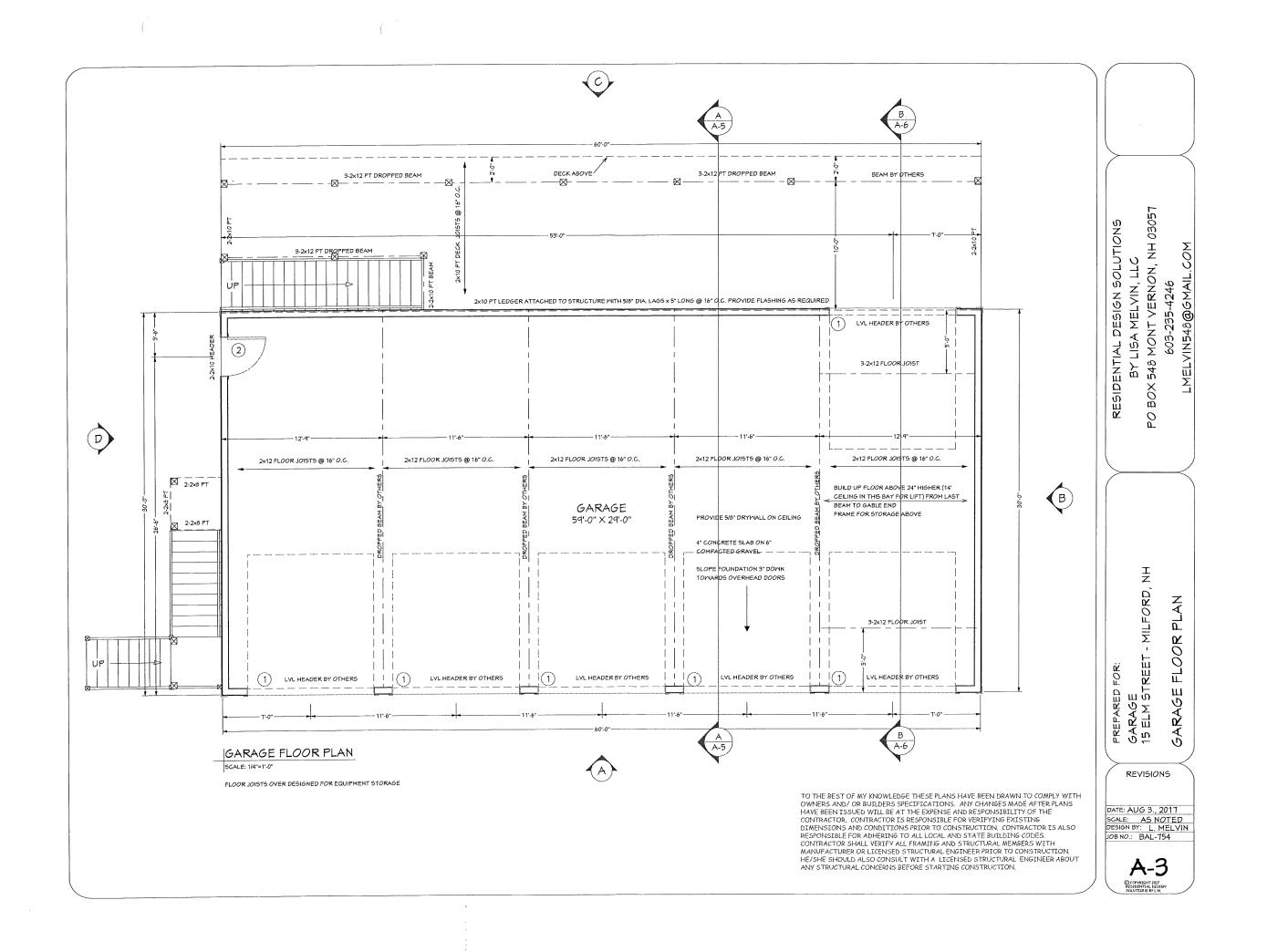
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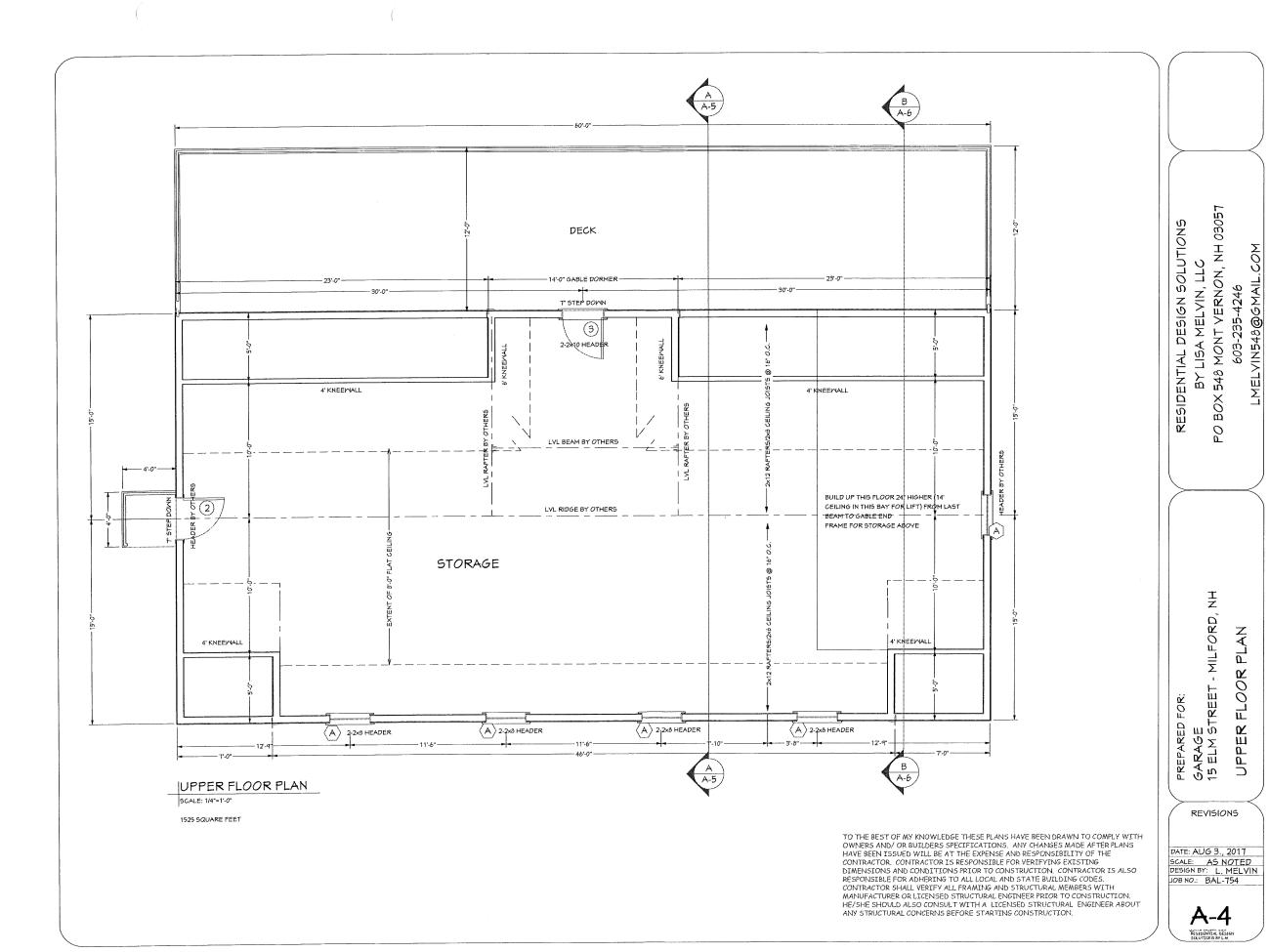
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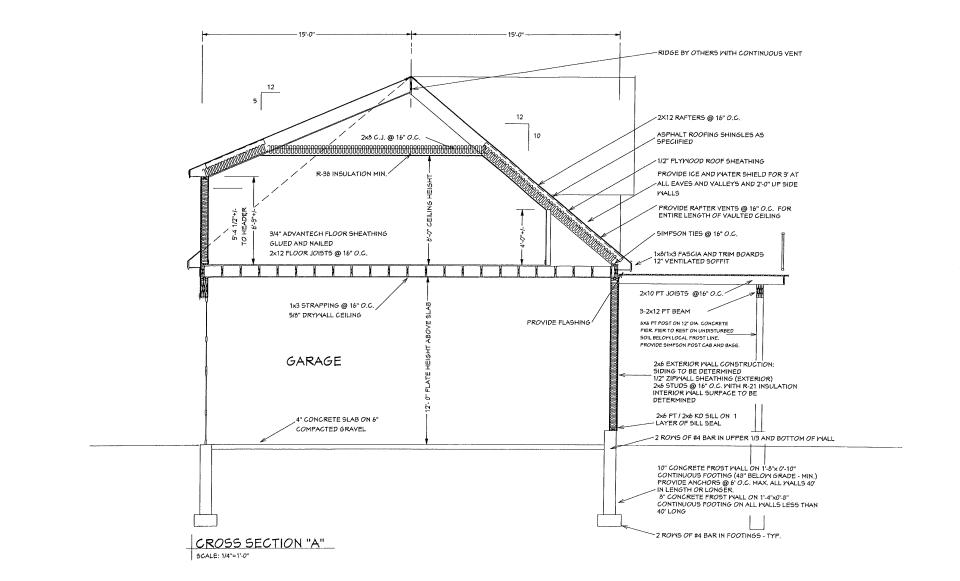
REVISIONS

DATE: AUG 3., 2017 SCALE: AS NOTED
DESIGN BY: L. MELVIN
JOB NO.: BAL-754









NOTE: SILLS OF ALL WINDOWS TO BE 24" ABOYE FLOOR (MIN.) IF THEY ARE HIGHER THAN 6'-0" ABOYE GRADE

MINDOM SCHEDULE							
MARK	QTY	R.O.	DESIGNATION	DESCRIPTION			
$\langle A \rangle$	5	36"×40"+/-		DOUBLE HUNG			

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MARK	QTY	SIZE	DESCRIPTION
(1)	6	10'0"×10'6"	OVERHEAD GARAGE DOOR
(2)	2	3'0"×6'8"	9-LITE
(3)	1	3'0"×6'8"	12- LITE

TO THE BEST OF MY KNOWLEDGE THESE PLANS HAVE BEEN DRAWN TO COMPLY WITH OWNERS AND/ OR BUILDERS SPECIFICATIONS. AIM CHANGES MADE AFTER PLANS HAVE BEEN ISSUED WILL BE AT THE EXPENSE AND RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXISTING DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION, CONTRACTOR IS ALSO RESPONSIBLE FOR ADHERING TO ALL LOCAL AND STATE BUILDING CODES. CONTRACTOR SHALL VERIFY ALL FRAMING AND STRUCTURAL MEMBERS WITH MANUFACTURER OR LICENSED STRUCTURAL ENGINEER PRIOR TO CONSTRUCTION, HE/SHE SHOULD ALSO CONSULT WITH A LICENSED STRUCTURAL ENGINEER ABOUT ANY STRUCTURAL CONCERNS BEFORE STARTING CONSTRUCTION.

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Ĭ PREPARED FOR: GARAGE 15 ELM STREET - MILFORD, N

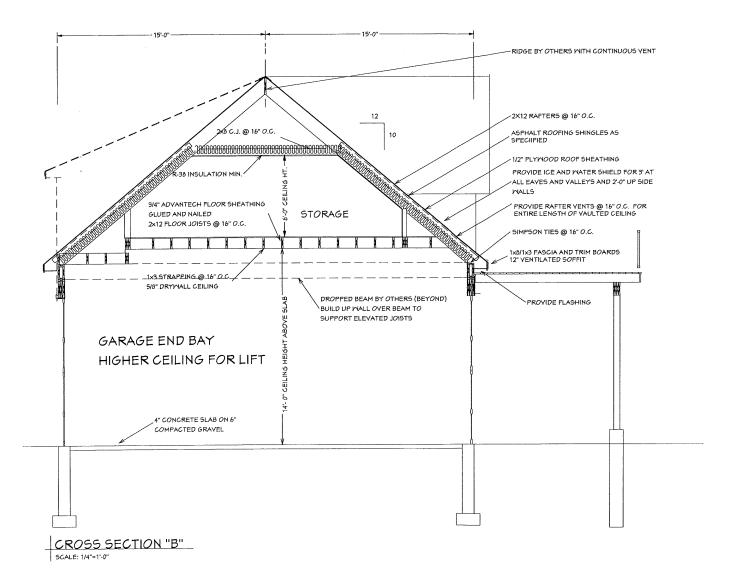
PLAN

FLOOR

MAIN

REVISIONS

DATE: AUG 3., 2017
SCALE: AS NOTED
DESIGN BY: L. MELVIN
JOB NO.: BAL-754



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PREPARED FOR: GARAGE 15 ELM STREET - MILFORD, NH UPPER FLOOR PLAN

REVISIONS

DATE: AUG 3., 2017
SCALE: AS NOTED
DESIGN BY: L. MELVIN
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