



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

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STAFF MEMORANDUM

Date: March 3, 2023

To: Planning Board

From: Terrence Dolan, Community Development Director

Subject: **Revised Memorandum (3-3-23): Application for Major Site Plan Amendment, SP2023-01, Vaillancourt Roofing- 4,000 square foot Garage Addition with associated parking and additional pavement**

BACKGROUND/PROPOSAL:

(Original Comment): The applicant is before the Board seeking approval of an amendment to the approved Major Site Plan for a new 4,000 square foot storage garage (100' x 40') at the existing 5.026 acre "Vaillancourt Roofing and Construction" business facility site, located at 15 Stoneyard Drive, Milford, NH 03055; Tax Map 43, Lot 69-1. NOTE: In 2019, no Case Number was assigned to the original Major Site Plan Approval.

(Update 3-3-23): Two primary issues raised by the Planning Board at their Feb. 21st Pl. Bd. Mtg. were summarized as:

1. Stormwater Management, including future Permit Conditions to be placed up the applicant for post-construction monitoring and deed transference. Dawn Tuomala (Town Engineer) provided a comprehensive memo detailing applicant responsibilities. Board concerns were expressed and have been responded to by Ms. Tuomala in an (attached) memo.
2. The other primary issue were concerns regarding the architectural aspects for the proposed garage. Board members recommended the applicant provide more attention to the exterior details with the addition of a roof-top cupola and potentially installing side wall windows. The applicant has provided updated renderings for Planning Board consideration. (see attached)

APPLICATION STATUS:

The application is complete and ready to be accepted.

prescribed ten (10) years, the original 2019 disturbance total must be added in, thus requiring an AoT (Alteration of Terrain) Permit application submission and approval. This application is now pending with the State.

Parking: Proposed parking shall to be expanded from the current 19 provided parking spaces (18 spaces were previously required). With this Amendment Proposal, the revised proposed parking total shall be brought up to 30 total parking spaces, including 2 handicap spaces.

Note: Only 4 additional parking spaces are required (over and above the original 18 spaces req'd.) as a result of the new 4,000 sq. foot garage. Therefore, in relation to the 30 total parking spaces now being proposed, only 22 total parking spaces would have otherwise been required.

ZONING DISTRICT/INFORMATION:

The overall site is zoned "C"- Commercial.

STAFF COMMENTS:

1. All existing and proposed site work shall be performed and remain in compliance with all past approvals, pursuant to the original August 20, 2019 Major Site Plan Approval, as well as any pending Approval Conditions issued for the Major Site Plan Amendment Request presently before the Planning Board for the 4,000 sq. foot garage facility.
2. Fire Department and Town Engineer Staff Comments and any associated and applicable regulatory conditions shall be complied with, pursuant to the applicant conferring with both Departments in a scheduled Pre-Construction Meeting prior to the commencement of any construction. (Please see attached Engineering and Fire Dept. Staff Memos)
3. The aforementioned AoT (*Alteration of Terrain*) Permit Application submission materials, along with the (pending) State-approved Permit must be provided to the Town Engineer prior to the commencement of any site work.

STAFF RECOMMENDATIONS:

The applicant should be prepared to address any of the comments raised by the Planning Board, Staff, and public pertaining to the requested Major Site Plan Amendment.

Planning Board Comments were provided at their initial 2-21-23 Planning Board Mtg, and have been addressed by both the Town Engineer and the Applicant. Staff recommends approving the application subject to revised plan per Staff and Board Comments, as well as the submission of revised architectural renderings by the applicant.



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DEPARTMENT OF PUBLIC WORKS
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Inter-Departmental Memo

DATE: February 14, 2023

REVISED: March 3, 2023

TO: Terrey Dolan, Community Development Director

FROM: Dawn Tuomala, PE, LLS, CWS – Town Engineer

RE: Adam Vaillancourt Roofing
15 Stoneyard Drive
Tax Map 43 Lot 69-1

The report has been updated utilizing the **Stormwater Management Ordinance (SMO)** that was recently updated December 12, 2022.

This is intended to be a review of specific concerns of the Public Works Department and is not intended to be a thorough review of the Town of Milford Zoning Ordinance & Development Regulations. The review was based on the plan set which includes sheets 1 to 8: "Existing Conditions Plan, Map 43/Lot 69-1, Adam Vaillancourt Roofing & Construction, LLC, 15 Stoneyard Drive, Town of Milford, Hillsborough County, New Hampshire", Dated January 18, 2023, Prepared by Sandford Surveying and Engineering. In addition, sheets 5 and 6 of 8 with a Revision Date of February 13, 2023 were reviewed.

The Drainage Report for the Expansion of a Commercial Site at Adam Vaillancourt Roofing & Construction was also reviewed. The report indicates that all of the discharges off site meet or are slightly reduced from the Pre-Peak Runoff verses the Post-Peak Runoff. The peak Elevations of the basins have at least 1 foot of freeboard over the peak elevation up to and including the 50 year storm. Under **SMO** Section 18 (d) there is to be at least 1 foot of freeboard over the peak elevation per the 100 year 24 hour frequency. Per the drainage calculations the detention basin falls just under the 1 foot mark. Since the existing detention basin is built and working properly this could be waived by the Town so that is won't need to be disturbed.

The 15" culvert under the tote road will back up in the area behind the culvert for the smallest 2 year storm. The elevation difference between the low point in the road and the 100 year storm elevation is 5.7 feet of freeboard. This area will now act as a buffer slowly releasing the drainage after the storm and shouldn't have an impact on the driveway.

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1. As requested, a Stormwater Management Permit Application and Checklist (per SMO Section G. (1)) was submitted on February 13, 2023 to accompany the original site plan application. The \$25.00 fee was not included with the application and will need to be paid as part of the final approval. The required Alteration of Terrain (AOT) Permit from NH Department of Environmental Services (NHDES) has been submitted to the State and a copy has been provided to the Town. Per the NHDES AOT application the entire site will need to be applied for and not just the additional area.
2. An application for the Start of Construction shall be applied for and a Pre-Construction Meeting held. A note shall be added to the plans that the Project will be required to have a Pre-Construction Meeting prior to construction (per SMO Section L (2) and also per Infrastructure Design, Construction & Administration Standards Section 1.016).

In addition, per the Development Regulations Article VIII: Performance and Maintenance Securities Section 8.01 - at the discretion of the Planning Board, Community Development Director and the Director of Public Works, all proposed Commercial, Industrial and Residential development shall require completion assurances to cover costs such as, but limited to the following: drainage, landscaping, work involving public ways or utilities, offsite improvements, paving, erosion control measures, bounds and other areas that may be deemed necessary.

In addition, per SMO Section L (1) – Inspection and Maintenance Responsibility outlines the procedures for inspections and any possible violations.

3. Upon completion of the work, red-lined As-Built plans will be required per SMO Section K (2). The plans shall be submitted and approved by the Director Community Development Director and the Public Works Director or designees. A Post-Construction Meeting should be held to ensure that all requirements have been met and an updated Operations and Maintenance Plan shall be submitted (per SMO Section J (1)).

The requirements within the plan shall be inspected as stated in the plan and a full report shall be submitted yearly to Community Development. This requirement is in SMO Section J (2) and are a part of the EPA Municipal Separate Storm Sewer System (MS4) requirements and shall be noted in the deeds moving forward. Note 15 on Sheet 2 of 8 shall be revised to reflect the above requirements in the note.

4. Development Regulations Section 5.021 - Amendments – Any field conditions that require changes from the original approved plans will need the approval of the Director of Community

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Development, the Director of Public Works and/or the Town Engineer or other designee. This shall be noted on the plans.

5. Public Works does not have any concerns regarding the driveway entrance. The site has been existing since 2019 and has its frontage off of an existing Private Road that is intended for future Town Acceptance. The lot also abuts NH Route 101 which is a Restricted Access Highway with no access to the highway. The proposed building addition and the new parking area will not have any impact to the facilities off site.

On Sheet 3 of 8 comments:

1. The Small Span Bridge Access to the Proposed Parking Area shall also be designed and submitted to Public Works for review and approval prior to the Pre-Construction meeting.
2. What are the proposed grades on the new Concrete Container Pad? Where is the stormwater runoff going to be heading? What type of material going to be stored in/on the new container pad? What is stored on the original Concrete Container Pad?
3. All outside waste materials such as the shingle waste pit and the Concrete Container Pad shall have covers to minimize any contamination of the surrounding wetlands.

Sheets 5 and 6 of 8 were re-submitted on February 13, 2023 with changes per the Stormwater Management Permit Application. It was noted that Sheet 6 does not have a revision date listed on it.

Sheet 5 of 8 Comments:

There shall be a note stating that there are not to be any flooring drains from the proposed garage.

Sheet 6 of 8 Comments:

After a site inspection on February 10, 2023 the Plunge Pools need to be cleaned and maintained. They had debris within them. The Operations and Maintenance Notes shall be made into a manual that shall also include a checklist. The owner shall submit to Community Development Director a yearly report including all inspections to make sure that all of the drainage structures are operating properly or if they need repairs and when the repairs were conducted. This requirement shall run with the land and shall be put in the deed upon sale of the property.

The Rip-Rap Culvert Outlet Aprons do not appear to correspond with the data that is shown on the sheet. Please review and revise accordingly.

If you have any questions please let me know.

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Thank you,

Dawn

CC: Leo Lessard, DPW Director
Darlene Bouffard, Office Manager

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