

Hayner/Swanson, Inc.
 Civil Engineers/Land Surveyors
 Three Congress Street, Nashua, NH 03062-3399
 Tel (603)883-2057 Fax (603)883-5057

LETTER OF TRANSMITTAL

To:
 Milford Community Development Dept.
 1 Union Square
 Milford, NH 03055

Date: 2/21/24	Job #: 1109-AB
Attn: Terrey Dolan, Director	
RE: Hitchiner Manufacturing	
Proposed Administration Building	
Corner of Hitchiner Way & Old Wilton Road	
(Map D-2, Lot 13-6)	
Milford, NH	

- WE ARE SENDING YOU** Attached Under separate cover via _____ the following items:
- Shop drawings Prints Plans Samples Specifications
 Copy of letter Change order Certificates

COPIES	DATE	NO.	DESCRIPTION
1	2/21/24	--	Waiver Request Form w/attachments
1	2/21/24	--	Abutter List and Mailing Labels
1	2/21/24	026667	Check for \$213.25 (11 x \$5.75 + \$75.00 + \$75.00)

THESE ARE TRANSMITTED as checked below:

- For approval Approved as submitted Resubmit ____ copies for approval
 For your use Approved as noted Submit ____ copies for distribution
 As requested Returned for corrections Return ____ corrected prints
 For review and comment _____
 FOR BIDS DUE _____, 19 ____ PRINTS RETURNED AFTER LOAN TO US

REMARKS: The attached waiver request is submitted for the March 19, 2024 Planning Board hearing. Thank you.

Sincerely,


 Earle D. Blatchford
 Senior Project Manager

cc: Anthony Rodrigues, Hitchiner Manufacturing Co., Inc.

(If enclosures are not as noted, please notify us immediately.)



Waiver Request Form

Department of Planning and Community Development

Name of Project Administration Building

Applicant Hitchiner Manufacturing Co., Inc.

Date February 21, 2024

When a proposed subdivision plat or site plan is submitted for approval, the applicant may request in writing to waive specific requirements of these Regulations as they pertain to the subdivision or site plan. The applicant shall present reasons in writing why the waiver is needed by the application deadline for a regularly scheduled Planning Board meeting. The Board's publicly notice agenda for the particular meeting shall clearly indicate that a waiver request has been received, a copy of which is available at the planning office, and that the waiver request will be considered at the meeting.

Abutter notification is required for all waiver requests.

The Planning Board may grant a waiver in a special case, so that justice may be done and the public interest secured, provided that such waiver will not have the effect of nullifying the intent and purposes of these Regulations, the Zoning Ordinance or the Master Plan. The Planning Board shall not approve waivers unless it shall make findings based upon the evidence presented to it in each specific case.

All approved waivers shall be noted on the plans, indicating the paragraphs waived and a general description of the waivers.

Subdivision or Site Plan Regulation Section Number	Request and Rationale
1. <u>Article VI,</u> <u>Section 6.05.4</u>	<u>To allow 525 total parking spaces, where the Table of Off-Street Parking requires 664 parking spaces. See memo and attachments for rationale for granting waiver request.</u>

Subdivision or Site
Plan Regulation
Section Number

Request and Rationale

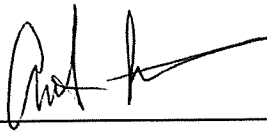
3. _____

4. _____

5. _____

6. _____

Please feel free to attach any other information as necessary.



Signature of Applicant

2/21/24

Date



February 21, 2024

Job No. 1109-AB

**RE: PARKING WAIVER REQUEST
PROPOSED ADMINISTRATION BUILDING
HITCHINER MANUFACTURING CO., INC.**

On behalf of our client, Hitchiner Manufacturing Co., Inc., and in accordance with **Article V, Section 5.020.B, Waiver Applications**; of the Town of Milford Development Regulations (TMDR), we respectfully request the following waiver for the above-referenced project.

TMDR Regulation: Article VI, Section 6.05.4, Table of Off-Street Parking: The table requires 1 space per 600 SF for manufacturing, 3 spaces per 1,000 SF for office, and 1 space per 3 seats for restaurant. The applicant would have to construct 139 more parking spaces than is proposed to meet this requirement.

Waiver Request: To allow the overall Hitchiner Elm Street campus to operate with the proposed 525 parking spaces where 664 parking spaces are required under Section 6.05.4 Table of Off-Street Parking.

Supporting Information: A parking letter dated January 19, 2024, and an accompanying parking exhibit dated February 15, 2024, were submitted to and discussed with the Milford Planning Board at their February 20, 2024 meeting. Both were revised on February 21, 2024 to correct a discrepancy in the parking count; and both are attached herewith. The letter outlines the total number of parking spaces proposed for the Elm Street campus operations as 525 parking spaces. It also lists the current number of employees over the 3 work shifts, with the largest 2 shifts totaling 410 employees. Hitchiner anticipates adding 40+/- additional employees to the Elm Street campus in the future. This would make for an approximate maximum number of employees on site during the ½ hour overlap between Shift 1 and Shift 2 at 450+/- employees in the future. This is 75 less than the proposed number of parking spaces.

Rationale for Granting Waiver: Requiring the construction of an additional 139 parking spaces to support this project would be unreasonable and impose a hardship on the Applicant and unnecessary site impacts because:

- The site has been operating without issue regarding parking, with ample reserve parking available.
- Sections 5.020.B and 6.05.4.B allow for alternative design methods to determine required parking for the Planning Board's consideration. The applicant has used actual and projected employee counts, rather than building use and square footage, to determine adequate parking required to support their operations.
- Construction of 139 additional parking spaces would eliminate approximately 1.5 acres of open space, create additional stormwater runoff, and would likely go unused.

This waiver request meets the spirit and intent of the TMDR regulations. Granting the waiver would not be contrary to the public interest and would allow justice to be done with regards to this matter. Thank you for your consideration of this request.

Respectfully,


Earle D. Blatchford
Senior Project Manager
Hayner/Swanson, Inc.



Hayner/Swanson, Inc.

Civil Engineers/Land Surveyors

January 19, 2024
Job No.1109-AB
Revised: February 21, 2024

Mr. Terrence Dolan, Community Development Director
Town of Milford Community Development Department
Town Hall
One Union Square
Milford, NH 03055

RE: PROPOSED NEW ADMINISTRATION BUILDING
HITCHINER MANUFACTURING COMPANY, INC.
594 ELM STREET (TAX MAP D-2, LOT 13-6)
MILFORD, NH

Dear Terrey:

On behalf of our client, Hitchiner Manufacturing Company, Inc., we are writing this letter to provide additional information relative to employee counts and on-site parking on the entire Hitchiner Manufacturing campus in the immediate area around the proposed new Administration Building. This is in support of the Site Plan Application for the proposed 57,000+/- square foot, partial 2-story Administration Building to provide additional manufacturing/office/warehouse space to the existing Hitchiner Manufacturing facilities located at 594 Elm Street. The following tables break down the square footage uses of the entire facility, including the Metal Casting Technology building and 96 Old Wilton Road.

Using parking requirements from the Milford Development Regulations, and including the proposed building, the parking required breaks down as follows:

Required Parking:

Table with 3 columns: Use, Existing, Proposed. Rows include Existing Manufacturing, Proposed Manufacturing Expansion, Office, Restaurant, and Total Parking Required.

Based on current parking counts, following is the total parking provided throughout the campus:

Parking Provided:

<u>Location:</u>	<u>Existing:</u>	<u>Proposed:</u>
1. Plants 1&5	234 spaces	212 spaces
2. Suburban Propane Lease Lot	159 spaces	159 spaces
3. Metal Casting Technology	37 spaces	37 spaces
4. Administration	7 spaces	20 spaces
5. The Barn	7 spaces	7 spaces
6. The White House	10 spaces	10 spaces
7. 96 Old Wilton Road	80 spaces	80 spaces
Total Parking Provided	534 spaces	525 spaces

Approximate current staffing per shift is as follows. The proposed project will add 20-30 new staff over the 3 shifts.

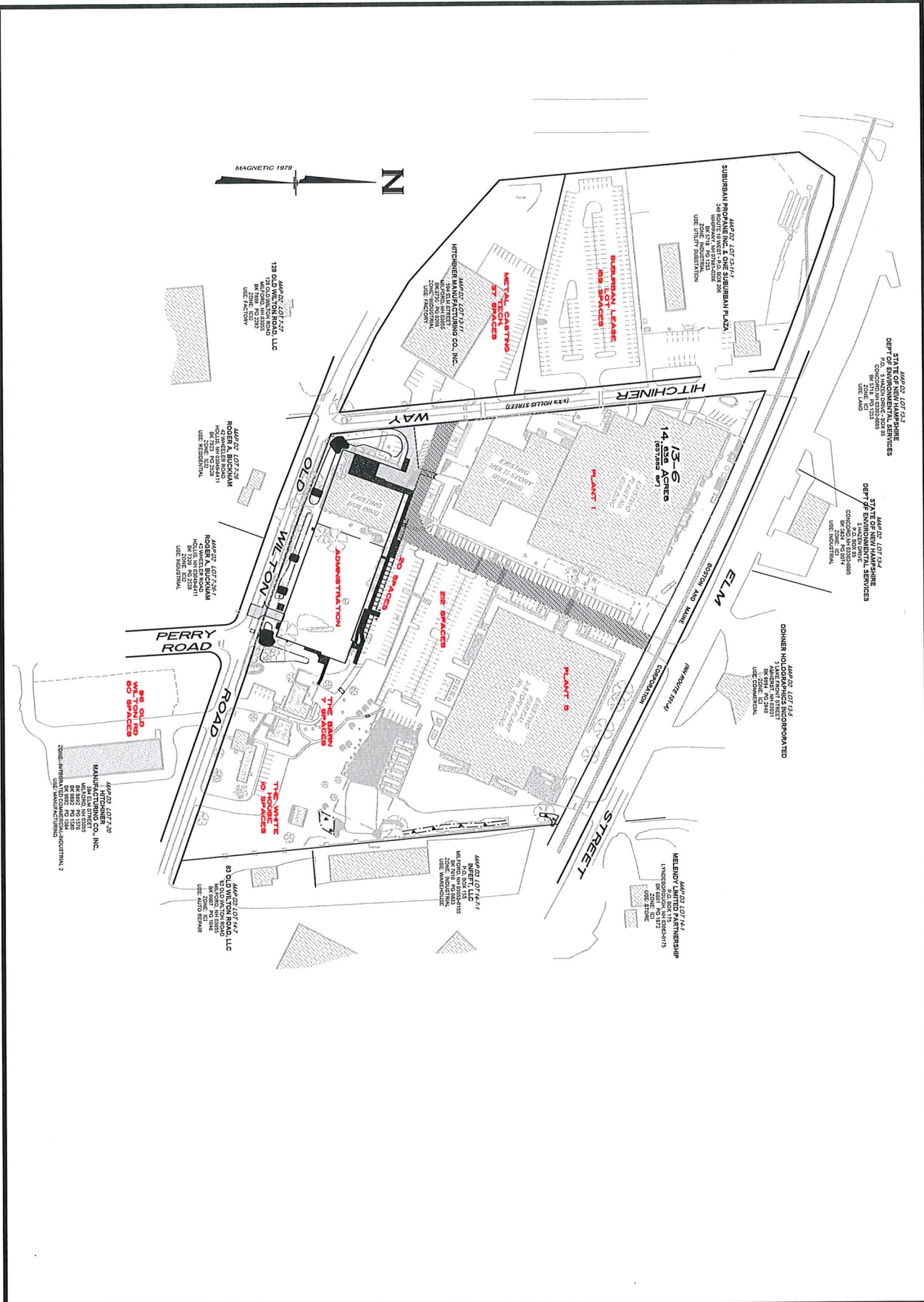
Shift 1:	313
Shift 2:	97
Shift 3:	27
Totals:	437

Please feel free to contact me at this office if you have any additional questions regarding this matter.

Sincerely,


Earle D. Blatchford
Senior Project Manager
Hayner/Swanson, Inc.

cc: Anthony Rodrigues, Hitchiner Manufacturing Co., Inc.



HKS *Hatchell/Swanson, Inc.*
 Civil Engineer/Lead Surveyor
 3 Company Street
 North Andover, MA 01845
 (978) 853-5507
 www.hks.com

FIELD BOOK 1211, 1212, 1213 | INFO LOG # 110001119-AB-0001-1119-AB
 DATE 11/19/24 | SCALE 1" = 80'
 SHEET 1 OF 1 | 1109-AB | DATE 15 FEBRUARY 2024

PROPOSED PARKING EXHIBIT
 (MAP D2, LOT 13-8)
ADMINISTRATION BUILDING
 594 ELM STREET
 MILFORD, NEW HAMPSHIRE

PREPARED FOR/RECORD OWNER:
HITCHINER MANUFACTURING COMPANY, INC.
 594 ELM STREET | MILFORD, NEW HAMPSHIRE 03055 | (603) 873-1100

NO.	DATE	REVISION	BY
1	02/15/24	CORRECT PARKING COUNT	EDB
2			
3			
4			
5			
6			
7			
8			
9			
10			

ABUTTER LIST

Job No 1109-MM

February 21, 2024

Map	Lot No.	Name & Address
OWNER(S):		
D-2	13-6, 13-11	Hitchiner Manufacturing Co. 594 Elm Street
D-3	7-20	Milford, NH 03055
ABUTTERS:		
D-2	7-26, 7-26-1	Roger A. Bucknam 42 Wheeler Road Hollis, NH 03049-6411
D-2	13-3, 13-4	State of New Hampshire Dept. of Environmental Services 6 Hazen Drive, P. O. Box 95 Concord, NH 03302-0095
D-2	13-5	Odhner Holographics, Inc. 5 Lake Front St. Amherst, NH 03031
D-2	13-11-1	Suburban Propane, Inc. One Suburban Plaza 240 Route 10 West, P.O. Box 206 Whippany, NJ 07981-0206
D-3	14-1	Melendy Limited Partnership P.O. Box 175 Lyndeborough, NH 03082-0175
D-3	14-7	83 Old Wilton Road, LLC 81 Old Wilton Road Milford, NH 03055
D-3	14-7-1	INFEFT, LLC P.O. Box 155 Milford, NH 03055-0155
		Boston & Maine Corporation c/o Pan Am Railways, Inc. 1700 Iron Horse Park N. Billerica, MA 01862
		James Petropulos, PE Hayner/Swanson, Inc. 3 Congress Street Nashua, NH 03062-3301

Lee Gagnon, LLS
Hayner/Swanson, Inc.
3 Congress Street
Nashua, NH 03062-3301