



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

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STAFF MEMO

Date: March 13, 2024
To: Town of Milford Planning Board
From: Terrence S. Dolan, Town Planner
Subject: **Parking Waiver Request: Case #2024-01A-Hitchiner Manufacturing, Inc., 594 Elm Street, (Tax Map 13, Lot 6), 117 Old Wilton Road, Map 13, Lot 7) and 97 Old Wilton Road, (Tax Map 14, Lot 6).** Required Parking Waiver Request for the conditionally-approved Major Site Plan application to construct a new 57,000 square foot industrial manufacturing/administration (two phase) building and related parking, drainage/stormwater management, landscape and lighting improvements.

BACKGROUND:

The applicant is formally presenting the Board-requested *Site Plan Waiver Application* to the Planning Board, pursuant to Section 5.020 of the Milford Development Regulations.

The overall *Major Site Plan (Case #SP2024-01)* was conditionally-approved at the February 20, 2024 Planning Board Meeting, with the stipulated condition to return to the Board at the next available meeting (March 19, 2024 Mtg.) with a *Waiver Request* to formalize the applicant's (presented) comprehensive parking plan, (please see attached, as a separate graphic). No Waiver request was submitted by the applicant with the original Major Site Plan application.

The applicant promptly provided town staff with the requested Waiver Request Application on 2/22/24. (All Waiver Requests must be legally noticed, along with required abutter notifications. This was accomplished on 3/07/24. To date, no inquires or comments have been received by the office.)

The updated parking plan is a continuation of Hitchiner's plant comprehensive parking that utilizes both on-site parking lot areas and off-site satellite parking lot areas, including leased lots owned by other property owners). The multiple parking lot spaces that serve the manufacturing plant campus varies from the minimum requirements of **Section 6.05.4 Table of Off-Street Parking** (Milford Development Regulations), thus causing the need for the Planning Board to approve the Parking Waiver, as requested.

PARKING WAIVER REQUEST SUMMARY

As described in the staff memo for the Feb 20, 2024 Planning Board Mtg, the applicant provided testimony that the current Hitchiner Manufacturing Plant Campus is operational 24 Hours per Day. Their updated shift scheduling was provided below:

1st shift	6:30AM – 3:00 PM with 313 employees
2nd shift	2:30PM – 11:00PM with 97 employees
3rd shift	<u>10:30PM – 7:00AM with 27 employees</u>
Totals: 437 employees	

Manufacturing campus facilities that employ multiple *shift schedules* have different parking patterns and demands, which are important consideration factors when assessing overall project parking demands, both from the Town’s Development Standards requirements (that generally rely on the overall facility square footage to assess parking needs), as opposed to those types of facilities that utilize multiple shift work.

In favor of reviewing unique property sites & land uses such as large-scale industrial campuses, the *Milford Development Regulations*, provides for parking alternatives as described in **Section 6.05.7 Parking Substitutions** (Milford Development Regulations). The Board provided for *Conditional Approval* of the Major Site Plan Application (2/20/24) contingent upon the applicant returning to the Board with a formalized Waiver Request for the Board to accept the proposed and requested *comprehensive* parking plan. The applicant has provided for adequately meeting the manufacturing overall campus’ strategic and locational parking needs, primarily due to the above noted **Employee Shifts**, and the maximum shift only listed as having 313 total employees (**Shift #1: 6:30 AM till 3:00 PM**).

With the approval of the 57,000 square foot plant expansion, there is a proposed net loss of nine (9) existing parking spaces (please refer to the “*Parking Provided*” Table below), based on past manufacturing plant expansions (previously-approved) multiple parking areas’ cumulative count.

However, the existing on-site campus parking spaces, and the use of off-site (satellite) parking lots (described below) that are comprised of multiple adjacent satellite properties, (either owned directly by Hitchiner Manufacturing Co., or through *parking lease agreements* have been employed and put into place) still leaves a deficit of approximately 139 parking spaces, based on the strict adherence to **Section 6.05.4 Off Street Parking Requirements**.

These onsite and off-site parking arrangements, (please see attached Exhibit “**-Proposed Parking Exhibit**”, **updated 2/21/24**) should comprehensively meet the overall intent and needs of the industrial plant campus, based on the three employee shift totals. The parking master plan has been revised to include an additional 80 off-site parking spaces at the Hitchiner-owned property along the south side of Old Wilton Road, at 96 Old Wilton Road.

As revised since the February 20th Planning Board Mtg., the applicant has now provided *slightly* revised parking area counts for their campus. Based on their current parking counts, the following is the total parking provided throughout the onsite plant campus, adjacent Hitchiner-owned off-site lots, and leased privately-owned offsite parking lots:

Parking Provided:

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

STAFF RECOMMENDATIONS:

Staff recommends that the above-documented list of 525 *provided* parking spaces, (utilizing both the on-campus and the off-site (satellite) parking lots is adequate to fully serve the manufacturing plant campus, as currently planned).

The proposed comprehensive parking plan should suffice for the Hitchiner Plant Campus, taking into consideration the 2/20/24 Planning Bd. *conditionally-approved* 57,000 sq foot plant expansion and the maximum shift only having 313 total employees (Shift #1: 6:30 AM till 3:00 PM).

Therefore, the *Parking Waiver Request* is recommended for approval by Staff, with the below listed additional Condition:

ADDITIONAL CONDITION OF APPROVAL:

1. Pedestrian Crosswalks should be provide additional crosswalks, or otherwise updated and re-delineated existing crosswalks, for serving any of the (above-referenced) ***satellite parking lot areas to manufacturing plant*** pedestrian needs, across either *Hitchiner Way* and *Old Wilton Road*.