



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055
WWW.MILFORDNH.COM

TEL: (603)249-0620

WEB:

STAFF MEMO

Date: November 18, 2023

To: Planning Board

From: Terrence S. Dolan-Director of Community Development/Acting Town Planner

Subject: Ciardelli Fuel Company (Owner)– Review for consideration and Approval of a Major Site Plan Application to construct a 3,300 square foot (two story) office building with associated site improvements on two adjoining parcels (to be merged). The two parcels are located at 469 & 473 Nashua Street in the Limited Commercial-Business Zoning District. Tax Map 32 Lot 24-1 &Tax Map 32, Lot 23

BACKGROUND/PROPOSAL:

The applicant is before the Planning Board for a Major Site Plan Application to construct a new building consisting of a total of 3,300 square feet of office space in a two-story office building.

Each floor shall contain 1,650 square feet.

Total Site Disturbance shall be approximately 11,060 sq feet.

Maximum Building Height proposed: 35 feet

Open Space to be Retained: 38.8% (30% Min. required)

In addition to the new office building, there will also be related parking, sidewalk, landscaping, lighting, and drainage improvements to the site.

EXISTING USE/CONDITIONS:

The northern Lot is: Map 32, Lot 24-1, located @ 469 Nashua Street, and is owned by Michael and Heather Ciardelli.

The more southerly Lot is: Map 32, Lot 23, located at 473 Nashua Street (to the immediate south of 469 Nashua Street), & owned by MAC Milford Realty, LLC (i.e. a Ciardelli entity).

A *Voluntary Lot Merger* Application to combined the two lots has been filed with the Town, and remains in process. As yet, the Lot Merger Process has not yet been fully completed.

However, Town Counsel has advised Staff that the application for Major Site Plan Approval may proceed in advance of the Voluntary Lot Merger being completed.

It may be heard by the Planning Bd. since both lots are in ownership by the same entities. Town Counsel has also advised that no formal approval (i.e. Chair Signature) for the project’s “*Notice of Decision*” should be undertaken until the Voluntary Lot Merger is fully executed by the Applicant, (dependent upon the Major Site Plan be approved by the Planning Board).

Both adjoining Lots are located within the **Limited Commercial-Business Zoning District (“LCB”)**, and subject to Section 5.07.0). The total subject properties combined are approximately .554 acre in size, and both serviced by municipal water and sewer. The two lots are directly abutted by (developed) other *Ciardelli* office space to the north, a single-family residence directly across Nashua Street to the east, a private (mini) storage unit complex to the west, and a single-family residence to the south.

Longtime *Woodman's Florist* is located on the Lot (Map 32 Lot 24-1) at 469 Nashua Street, and it is the applicant's intention for the florist business to remain open at that location.

The (vacated) former residential home Lot at 473 Nashua Street, (the lot that shall be combined with 469 Nashua Street), will be demolished. This Lot is designated to be the new location for the 3,300 sq foot two-story office building that is being proposed in this Major Site Plan Application.

LOT AREA:

- Tax Map 32, Lot 24-1 = .354 acre (15,302 sq. ft.) and
- Tax Map 32, Lot 23 = .2 acre (8,864 sq. ft.)
- **Total Combined Site Acreage is .554 acres (24,164 sq. ft.)**

APPLICATION STATUS:

The application is complete and ready to be accepted.

NOTICES:

Notices were sent to all property abutters on November 8, 2023

WAIVERS:

No waivers are being requested.

ZONING DISTRICTS:

The proposed parcels both lie within the *Limited Commercial-Business ('LCB') Zoning District*. *The intent of this District is to provide areas for those businesses, institutional, financial, governmental and compatible residential uses which constitute the commercial requirements of the Town.*

TRAFFIC AND ACCESS MANAGEMENT:

Ingress and egress shall remain as limited, from the (two) existing driveway entrances to each Lot, with no proposed additional curb cuts onto Nashua Street.

Along the southern-most driveway entrance (i.e. 473 Nashua Street, Tax Map 32 Lot 23), where the *prior* owner of Lot 23 owned both Lots 23 & Map 32 Lot 22 (the adjoining southern lot), is subject to a recorded Driveway Easement for both respective lots.

The applicant (and current owner) of Lot 23 (to be merged with the adjoining northern lot at 469 Nashua Street, Map 32 Lot 24-1) does not own Lot 24. Therefore, the Applicant shall need to confirm *For the Record* that the referenced Driveway Easement shall remain valid, post Lot Merger.

PARKING:

The site layout allows for full access to the designated parking areas and circulation around the proposed office building.

When combined, the project site's two Lots propose to provide 18 total parking spaces (1 H.C, Space provided).

The required parking calculation is based on the square footage of the newly proposed office space, and square footage of the existing florist shop space, as noted on Sheet 6 of 15 of the Plan Set.

- 3,300 square foot Office Space = 9.9 parking spaces required (3 spaces per 1,000 square feet)
- With the (to be) Merged Lot (i.e. Florist Shop), which is also LCB Zoning, but utilized as *Boutique Retail* equaling 2,740 square foot = 3 spaces required (1 space per 1,000 square feet)
- Total spaces required, and provided for both combined Lots= 18 spaces.

Staff feels this is sufficient parking, based on the actual existing and proposed usage of the two lots.

DRAINAGE/STORMWATER MANAGEMENT:

The stormwater & drainage design has been reviewed by the Town Engineer. No written comments have been received at this time, but the Town Engineer shall work with the applicant to establish any necessary Town of Milford Stormwater Permit material submission, since this project (overall) is a retro-fit of the two existing developed properties, that pre-dated local Stormwater Permitting. No NHDES *AoT Permit* is required for the site due to its small (.55 acre) overall size. The site is not located within the flood zone. The two Lots (Lot 23 and 24-1) are included within the *Level 1 Groundwater Protection Area* Overlay District, and are subject to the Overlay District's regulations.

UTILITIES:

The office building will continue to be serviced by municipal water and sewer.

INTERDEPARTMENTAL REVIEWS:

Ambulance: No comments.

Assessing: Only comment was that "Confirmation will be required from the applicant when the referenced Voluntary Lot Merger being fully executed."

Building Department: No comments.

Code Enforcement/ Health: No comments.

Conservation Commission: No comments.

Fire Department: See attached general comment memo from Deputy Fire Chief, Riley Stanchina, dated Nov. 2, 2023.

Heritage Commission: No formal comments...only e-mail questions about the potential to salvage the existing former home.

Police Department: No comments.

Public Works: No comments.

Water/Sewer Utilities: No comments.

Community Development / Planning:

1. The pending Voluntary Lot Merger will need to be fully executed by the applicant and recorded *prior* to the final issuance (i.e. Pl. Bd. Chair signing) of the referenced Major Site Plan Approval's "*Notice of Decision*".
2. The applicant shall review and confirm that the referenced (existing) recorded Driveway Easement, presently partially-enjoining outside ownership's properties (i.e. 477 Nashua Street (Tax Map 32 Lot 22) shall be confirmed by the applicant for any future revisions or Easement Vacation.
3. The two Lots are both contained within the *Limited Commercial-Business Zoning District* (Section 5.07). In this Zoning District a Front Set-Back is required to be 30'; however, the two Lots are also contained within the *Nashua and Elm Street Overlay District*. In this Overlay District, Front Setbacks may be established at 15-30 feet.

The proposed Front Setback for the new office building, is approximately 17 feet from the Nashua Street ROW. The nearest point of the existing (former) residential structure on Lot 23 is approximately 34 feet set back from the Nashua Street ROW.

STAFF RECOMMENDATIONS:

The applicant should be prepared to address the comments raised by the Planning Board, Fire Dept, Staff, and public pertaining to the Site Plan. If the Board is satisfied with the information/responses from the applicant and finds that the remaining concerns can be addressed with Staff, Staff would recommend a Conditional Approval.