



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

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STAFF MEMO

Date: July 15, 2019

To: Planning Board

From: Kellie Shamel, Town Planner

Subject: **2C Builders, LLC (applicant) and John J. Franks and William Franks (owners)** – Review for acceptance and consideration of final approval for a minor site plan for a change of use to permit the conversion of a 10,000 square foot facility (previously used as a bowling alley) to a machine and fabrication shop. The parcel is located at 244 Elm Street in the Commercial and West Elm Overlay Districts. Tax Map 18, Lot 9.

Background/Proposal

The applicant is proposing to convert the existing building to a machine and fabrication shop that creates and fabricates small to medium component parts. The existing building is approximately 10,000 square feet. The building will be improved internally to meet the needs of the fabrication shop. Externally, the applicant is proposing minor landscaping such as mulching at the entrance and shrubbery and crushed stone along the outside of the building.

Existing Use/Conditions

Tax Map 18, Lot 09 is located at 244 Elm Street in the Commercial and West Elm Overlay Districts. The subject property is approximately 0.86 acres in size and is serviced by municipal water and sewer. It is abutted by a shopping plaza to the east, Trelleborg Pipe Seals to the west, Kent’s Service to the north and Boston & Maine Railroad to the south. The site is currently the location of a vacant bowling alley.

Zoning Districts

The proposed parcel lies within the Commercial “C” 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. A manufacturing facility is allowed by Special Exception in the Commercial District.

The property also falls within the West Elm Street Gateway District. The intent of this District is to encourage economic development in the West Elm Street Gateway District by enhancing, preserving and protecting the natural, historic and cultural resources of the Town. 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 efficient and safe roadway network.

The property falls within the Level 1 Groundwater Protection District.

Traffic and Access Management

Access to the property would be from one existing curb cut off of Elm Street.

Parking

The required parking for the proposal is 17 spaces. The applicant is proposing to use the existing parking on site which totals 33 spaces (this number is based on aerial view due to the site plan not showing or noting actual parking spaces) therefore sufficient parking is provided on site for the manufacturing business.

Drainage/Stormwater Management

Minimal improvements are anticipated for the building/site, therefore no changes are being proposed to the existing drainage/stormwater management plan.

Landscape Design

The applicant is proposing minor landscaping changes such as the addition of mulch and shrubbery at the entrance of the building and crushed stone around the perimeter of the building.

Building Elevations

The building envelope will remain unchanged.

COMPLETENESS

Staff recommends that the Board vote to accept the application, as it is substantially complete and contains sufficient information to invoke the Board's jurisdiction and to allow the Board to make an informed decision.

WAIVERS

The applicant is seeking a waiver from the Zoning Ordinance, Section 6.07.0 seeking relief from the requirements and standards of the West Elm Street Gateway District.

Staff recommends that the Board vote with respect to any waivers utilizing the criteria from RSA 674:44:

- Strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the regulations; **or**
- Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations.

STAFF RECOMMENDATION

Based on the information available to date, **Staff recommends that the Board grant conditional final approval to the application with the following precedent conditions to be fulfilled within 6 months and prior to plan signing, unless otherwise specified:**

1. Final plans to be signed by all property owners. The appropriate professional endorsements and signatures shall also be added to the final plans as applicable;
2. The applicant shall obtain all required State approvals/permits as may be applicable, note the approvals/permits on the plan and provide copies to the Community Development Office;
3. Any waivers granted (including Section and date granted) and/or any changes requested by the Planning Board shall be listed and fully described on the final plan, as applicable;
4. The applicant shall provide draft copies of any applicable legal documents for review, at the applicant's expense, by the Town's Legal Counsel;
5. The applicant shall address any forthcoming comments from the Ambulance Department, as applicable;
6. The applicant shall address any forthcoming comments from the Assessing Department, as applicable;
7. The applicant shall address any forthcoming comments from the Building Department, as applicable;
8. The applicant shall address any forthcoming comments from the Conservation Commission, as applicable;
 - a. No issues or concerns.
9. The applicant shall address any forthcoming comments from the Fire Department, as applicable;
 - a. No issues or concerns.
10. The applicant shall address any forthcoming comments from the Department of Public Works, as applicable;
 - a. No issues or concerns with the proposal at this time.

11. The applicant shall address any forthcoming comments from the Police Department, as applicable;
 - a. No issues or concerns with this project.
12. The applicant shall address any forthcoming comments from the Water Utilities Department, as applicable;
13. The applicant shall address the following Planning Staff technical comments:
 - a. The applicant shall obtain appropriate relief from the Zoning Board of Adjustment;
 - b. The applicant shall add Planning Board signature blocks on appropriate sheets of the plan set;
 - c. The applicant shall add the following plan notes to the plan:
 - i. The purpose of this plan is to permit a machine and fabrication shop in the existing building;
 - ii. Property Description: Tax Map 18, Lot 9; 244 Elm Street Milford, NH 03055
 - iii. Property Zoning: Commercial “C” District; West Elm Street Gateway District; Groundwater Protection District;
 - iv. The property is serviced by municipal water and sewer;
 - v. Hours of operation will be Monday through Friday from 8:00a.m. – 5:00p.m.;
 - vi. There will be a total of 3 employees;
 - vii. Required parking for the proposal is 17 spaces; 33 spaces are provided;
 - viii. All signage will comply with the Town regulations and be properly permitted;
14. The applicant shall address any conditions made by the Planning Board during the public hearing;

Staff also recommends that the following general and subsequent conditions be placed on the approval:

1. Any proposed easements and/or applicable legal documents shall be recorded at the Hillsborough County Registry of Deeds at the expense of the applicant;
2. The applicant shall address any forthcoming comments from the Fire Department, as applicable;
3. The applicant shall address any forthcoming comments from the Building Department, as applicable;

Ec: Chris Brown, 2C Builders, LLC (applicant)
John J. Franks & William Franks (owners)
Lincoln Daley, Community Development Director

Cc: Planning Board File

Aerial Photograph of the Subject Property:



Street Level Photo of the Subject Property:

