



TOWN OF MILFORD, NH  
OFFICE OF COMMUNITY DEVELOPMENT

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## **STAFF MEMORANDUM**

**Date:** September 30, 2023

**To:** Planning Board

**From:** Terrence Dolan, Community Development Director & Acting Town Planner

**Subject:** Summary of *The "Q"*- Updated Staff Comments- Continuation Hearing of the August 15, 2023 Major Site Plan Review

### **Note:**

Due to a discovered omission, three proposed specific *Waiver Requests* for the *to be preserved* (+/-8.5 acres in size) western portion of the overall 43.357-acre *The "Q" Site* have never been approved by the Planning Board. (This area is comprised of the Medlyn Brook floodplain area).

The Waivers are required to be approved by the Planning Board. Due to *legal noticing* (calendar and abutter) requirements, this action requires the Planning Board to further extend its series of hearings for this Major Site Plan Review until the (next) Pl. Board Mtg of Oct. 17<sup>th</sup> at a minimum, when the Waivers shall then be presented and heard by the Board.

It is therefore recommended that the Planning Board narrows its focus for the Planning Board Mtg. of October 3<sup>rd</sup> to three specific remaining project issues.

For the purpose of Planning Board Review, I offer that the following topics be discussed at this meeting, and the Board seeks to come to a firm resolution on these specific Site Plan issues, for the purposes of crafting Final Conditions in the project's Record of Decision. Some Board comments may require some site plan revisions that may then be brought back to the 10/17 Planning Board Mtg.

### **Planning Board Recommended Discussion Topics for October 3<sup>rd</sup> Mtg:**

#### **I. Trails, Sidewalks, Common Area Amenities and Landscaping:**

- Staff recommends that enhanced plans be further expanded upon and provided to the town for review of the rental apartment community. Details for the internal trail network, (as to what exactly is being offered) are somewhat vague at this point. More details of proposed trail networks and internal sidewalks will assist the Board to more fully understand what the developer is offering. Cross-section details are needed to more fully discuss the present development strategy.
- Staff recommends that (with a potential future rental community population of 700-850 residents), the terminus of internal sidewalks at the intersection of Stoneyard Drive is insufficient for serving pedestrian needs.

It is likely that a destination retail shop, in the form of a convenience store at the corner of Nathaniel Drive and South Street is likely to take form at some near-term point in time. This likelihood prompts the continuation and development of the proposed sidewalk facilities by the rental apartment complex developer along the western side of Nathaniel Drive, from the entrance of the project, terminating at South Street. This sidewalk segment should be built to town standards. Further detailed plans should be expanded upon for Planning Board review and

discussion.

As well, the *proposed* internal sidewalk network should be further expanded upon along the (now) proposed Emergency Access Trail Area, terminating at Ponemah Hill Road.

- The developer should ensure all presently proposed internal sidewalk segments be connected throughout the community, where planned. Missing segments need to be revised to demonstrate connectiveness.
- The applicant should provide a more detailed listing of contemplated native landscaping both around the clubhouse, proposed trail areas and along the discussed buffering along external neighboring homesites. This information may be provided at the October 17<sup>th</sup> Mtg.
- Staff recommends that the applicant show recommended outdoor (communal) patio areas for each of the six proposed residential buildings, (**Buildings “B” - “G”**), and for the Clubhouse (**Building “A”**). Any proposed facilities, dimensions of facilities and associated landscaping should be provided for review and discussion.

## II. Stormwater Management & Infrastructure Management

- It is acknowledged that the project site has already received its required NH Dept. of Environmental Services (NHDES) *Alteration of Terrain (AoT) Permit* (#AoT #2366, approved on May 3, 2023).

However, Staff concerns remain over the downstream outfall conditions of the noted **Medlyn Brook (proposed) Outfall**, and the current ability of Medlyn Brook to successfully handle large storm event discharge volumes from an upstream development site of the scale of *The “Q”- especially if downstream areas shown deteriorated conditions*.

Staff is recommending that prior to any development and final receipt of its required Town of Milford Stormwater Permit, the applicant provides the Town Engineer with a thorough, detail report of the downstream physical site conditions (with photo documentation), and make efforts to ensure any and all obstacles/impediments such as felled vegetation, junk deposits, other damming effects, etc. are cleared from the proposed outfall route.

- The applicant has proposed a revised different outfall structure design from what was originally proposed for **Wet Pond #1**. Staff recommends that the applicant discuss this revision with both the **Conservation Commission and the Planning Board**, prior to any final approval of the project’s Major Site Plan.

## I. Transportation

- Staff is recommending that an *Emergency Access Easement* be provided as a *Condition of Major Site Plan Approval*. This will formally serve as legal access for the Town’s Emergency Services Depts. to have proper access through the development site in case of emergency to either (or both) Stoneyard Drive and Nathaniel Drive, should they be blocked off from any vehicular access.
- In both August and October 2022, the Town contracted with *Hoyle-Tanner* to provide oversight review of the original *Transportation Impact and Access Study*, as prepared by Greenmen-Pederson, Inc. (GPI) on behalf of the applicant.
- Overall, *Hoyle-Tanner* concurred with the findings of the applicant’s consultant (GPI). However, Staff has observed there is no recorded findings of any coordination between the applicant with NHDOT, as recommended by Hoyle-Tanner.

Staff recommends that the applicant's consultant (GPI) attend and provide a comprehensive overview on the topic of transportation analysis and impacts at the scheduled October 17<sup>th</sup> Mtg. to discuss the development of *The "Q"*, including a report of any provided (requested) comments by the NHDOT.

- In the June and August revised Engineering Plan Set provided by the applicant, the (now proposed) Emergency Access that is providing both ingress and egress to Ponemah Hill Road is only be shown to be a **20-foot wide Right of Way** for this (to be unimproved) "easement" road segment.

Staff recommends that this road segment be fully engineered; and be restored to the town standard of a **24-foot-wide ROW**, in the event that this access point should ever be converted to a full improved access to Ponemah Hill Road.

As well, it should also be noted that the town *preference (except under extreme hardship)* is that any utility pipes (and associated easements) should not be placed under the proposed road access. It appears in the current plan set that minor portions (as proposed) conflict with this town policy.

**\*\*\*\* I am also providing the August 15<sup>th</sup> Staff Memorandum and associated materials to aid the Planning Board in its review.**