



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

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WEB:

STAFF MEMO

Date: September 8, 2020

To: Planning Board

From: Kellie Walsh, Town Planner

Subject: Quiet Caboose Holdings, LLC (applicant/owner) – Review for acceptance and consideration of final approval for a major site plan to construct a 1,800 square foot building with garage and associated site improvements for wholesale, storage and warehousing. The parcel is located at 15 Elm Street in the Commercial and Nashua Elm Street Overlay Districts. Tax Map 25, Lot 16. *This item is continued from August 18, 2020.*

BACKGROUND/PROPOSAL:

Map 25, Lot 16 is located at 15 Elm Street in the Commercial and Nashua Elm Street Overlay Districts. The property is the location of Hayes Heating & Air Conditioning and an existing building which has 2 residential units and an office space. It is abutted by Jacques Memorial School to the north and east, a multifamily residence to the west and the Unitarian Universalist Congregation to the south. The proposal is to construct a 1,800 square foot building with garage for wholesale, storage and warehousing. The garage does not intend to expand the business as it will house vehicles and materials that are currently onsite.

Since the August 18 meeting, the applicant has submitted revised plans based on comments from the Board and Staff. Revisions include relocating the handicap parking space closer to the entrance/display area and additional landscaping along the Elm street frontage and the north side of the property.

APPLICATION STATUS:

The application is complete and ready to be accepted.

NOTICES:

Notices were sent to all property abutters on August 6, 2020.

WAIVERS:

No waivers have been requested.

ZONING:

The parcel is within the Commercial 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.

The parcel is located within the Nashua and Elm Street Corridor District. 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 an efficient and safe roadway network.*

The parcel also lies within the Level 1 Groundwater Protection District.

TRAFFIC AND ACCESS MANAGEMENT:

Vehicular egress and access to the property will be from a single existing curb cut off of Elm Street. Designated parking areas have been provided internally on site.

PARKING:

The proposed parking meets the minimum requirements set forth in Section 6.05.4 Table of off Street Parking which requires one (1) spaces per 1,000 square feet for wholesale, storage and warehouse: 3,148 SF = 3.54 spaces; 3 spaces per 1,000SF for office: 1,949SF = 5.85 spaces; 2 spaces per dwelling unit: 2 units = 4 spaces. Total spaces required = 14 spaces. The applicant has proposed 14 spaces on site.

OPEN SPACE/LANDSCAPING:

The applicant is proposing to keep the existing landscaping. There is no additional landscaping being proposed at this time. The Board may wish to discuss potential areas on site where landscaping could be added.

As per Section 5.03.7 of the Zoning Ordinance, open space shall be provided for all uses, other than single-family and two-family dwellings in an amount equal not less than thirty (30) percent of the total lot area. The property exceeds the minimum open space requirements 32.1% of the total parcel area.

DRAINAGE/STORMWATER MANAGEMENT

The proposed improvements mitigate the increase in stormwater flow from the increased impervious area and the project is acceptable from an engineering perspective. See KV Partners letter dated August 11, 2020.

BUILDING ELEVATIONS

The applicant has provided the proposed building elevations for review and consideration by the Board (see attached). The proposed elevations provide the appropriate scale, massing and form when compared to the surrounding properties and buildings.

INTERDEPARTMENTAL REVIEWS:

Ambulance: No concerns/issues.

Assessing: No concerns/issues.

Building Department: No comments

Code Enforcement/ Health: No comments.

Conservation Commission: No comments.

Fire Department: No concerns/issues.

Heritage Commission: No comments.

Police Department: No concerns/issues

Public Works: No comments.

Water/Sewer Utilities: No comments.

Drainage/Stormwater: See attached letter from KV Partners.

Community Development / Planning:

1. This parcel is located in the Nashua and Elm Street Corridor District. The Board may wish to discuss potential opportunities to incorporate certain requirements of the Nashua/Elm Corridor District into this proposal.

The applicant has submitted revised plans that include additional landscaping along the Elm Street frontage and along the north side of the property. The applicant has not yet provided additional information (letter from architect) related to the building elevations.

2. Site Plan. A dumpster enclosure located on the north side of the property is shown to be encroaching on the abutting lot 25-17. This should be removed/moved

The applicant has revised the plans to show the relocation of the dumpster enclosure.

3. Landscape Plan. Staff would recommend additional landscaping within the site in compliance with Section 6.08.6 requiring a minimum of 1 shrub for every 5 feet of building frontage or in instances where it is not

possible to locate all required shrubs along the building frontage due to doorways, walkways or other impervious surfaces, the required shrubs shall be utilized within the parking lot or landscape buffers.

The applicant has submitted revised plans that include additional landscaping along the Elm Street frontage and along the north side of the property.

4. *The applicant has revised the plan to include the conservation commission comments dated August 17, 2020.*

STAFF RECOMMENDATIONS:

The applicant should be prepared to address the comments raised by the Planning Board, Conservation Commission, Town Consultants, Staff, and public pertaining to the Site Plan. If the Board is satisfied with the information and responses from the applicant and finds the remaining concerns can be addressed with staff, staff would recommend a conditional approval.



August 11, 2020

Kellie Walsh, Town Planner
Town of Milford
Community Development
1 Union Square
Milford NH 03055

Re: Hayes Heating and Airconditioning Site Plan (Tax Map 25, Lot 16) – Site Plan Review

Dear Ms. Walsh:

We reviewed the three-sheet plan set and the Stormwater Management Report both dated July 20, 2020 and prepared by Meridian Land Services, Inc. in accordance with our agreement with the Town. Based on that review, we find that the proposed improvements mitigate the increase in stormwater flow from the increased impervious area and the project is acceptable from an engineering perspective.

If you have any questions or need any additional information, please feel free to contact me at 603-413-6650 or on my cell phone at 603-731-1562 or by email at MVignale@kvpllc.com.

Sincerely,

KV Partners LLC



Michael S. Vignale, P.E.
Principal Engineer

Town of Milford
CONSERVATION COMMISSION

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conservation@milford.nh.gov



"Conservation is the foresighted utilization, preservation and or renewal of resources for the greatest good of the greatest number for the longest time" ~ G. Pinchot

MEMORANDUM

August 17, 2020

To: Planning Board

Re: Interdepartmental Review Map/Lot 25-16
Hayes Heating and Air Conditioning

To the Board,

The Milford Conservation Commission (MCC) reviewed this minor site plan application at their August 13 meeting. The members had a couple of comments:

1. Please include wildlife friendly measures on the catch basin.
2. Shrubbery or appropriate plantings around the dumpster area would help contain fly-away trash; especially if the dumpster enclosure doesn't extend to the ground.
3. There is very little permeable surface left. Would the applicant consider using bark mulch or vegetated socks for the erosion control measures?

The MCC appreciates this opportunity to provide comments regarding this project. We look forward to a well-designed project that augments the natural resources on this site.

Very Respectfully,

Chris Costantino
Milford Conservation Commission | Coordinator



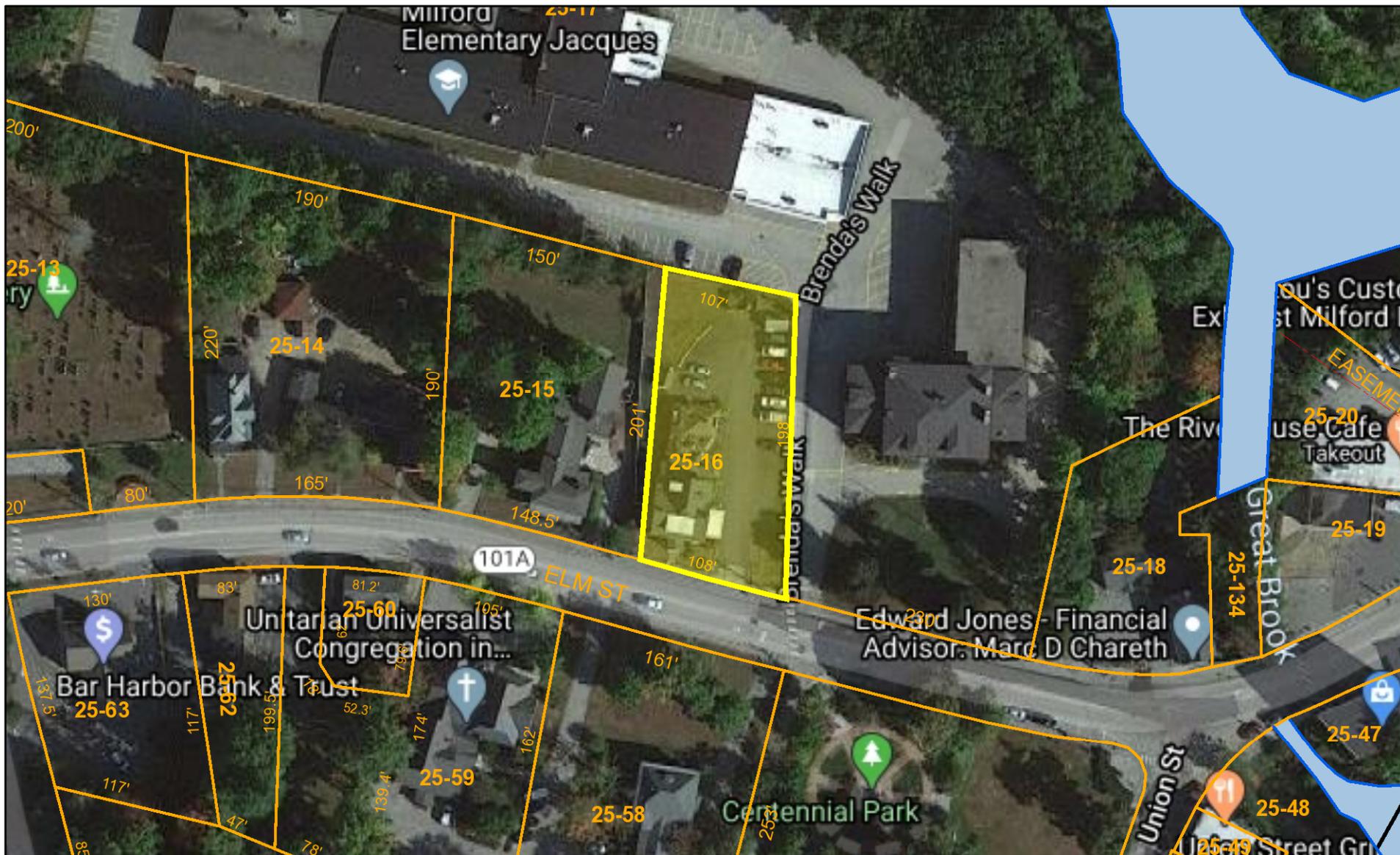
Milford, NH



1 inch = 100 Feet



August 12, 2020



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