

LONDONDERRY, NH PLANNING BOARD
MINUTES OF THE MEETING OF October 3, 2018 AT THE MOOSE HILL
COUNCIL CHAMBERS

I. CALL TO ORDER

Members Present: Art Rugg, Chair; Mary Wing Soares, Vice Chair; Giovanni Verani, Ex-Officio – Town Manager; Leitha Reilly, member; Al Sypek, member; Peter Commerford (alternate member); Ann Chiampa (alternate member) and Roger Fillio (alternate member)

Also Present: John R. Trottier, P.E., Assistant Director of Public Works and Engineering; Colleen Mailloux, Town Planner; Laura Gandia, Associate Planner and Beth Morrison, Recording Secretary

Chairman Rugg called the meeting to order at 7:00 PM, explained the exit and emergency procedures, and began with the Pledge of Allegiance. He appointed A. Chiampa to vote for S. Benson, P. Commerford to vote for C. Davies.

II. ADMINISTRATIVE BOARD WORK

A. APPROVAL OF MINUTES:

Member M. Soares made a motion to approve the minutes of September 5, 2018, as presented.

A. Sypek seconded the motion.

The motion was granted 7-0-0. The Chair voted in the affirmative.

Member M. Soares made a motion to approve the minutes of September 12, 2018, as presented.

A. Sypek seconded the motion.

The motion was granted 6-0-1, with G. Verani abstaining. The Chair voted in the affirmative.

B. REGIONAL IMPACT DETERMINATIONS: Town Planner Mailloux informed the Board that she had four projects for their consideration.

1. APPLICATION FOR DESIGN REVIEW OF A SUBDIVISION PLAN OF ONE LOT INTO 10 RESIDENTIAL LOTS, 162 HIGH RANGE ROAD, MAP 9, LOT 5, ZONED AR-1, BELIZE REAL ESTATE HOLDINGS, LLC (OWNER & APPLICANT)

2. APPLICATION FOR DESIGN REVIEW OF A CONDOMINIUM CONVERSION, ONE BRIDAL PATH, MAP 16LOT 3, ZONED AR-1, WALLACE FARM, LLC (OWNER) & THOMAS J. LEONARD, ESQ. (APPLICANT)
3. APPLICATION FOR DESIGN REVIEW OF A LOT LINE ADJUSTMENT/CONSOLIDATION PLAN TO RELOCATE THE LOT LINES OF THE EXISTING MAP 10 LOT 41-1 AND TO CONSOLIDATE THE EXISTING MAP 10 LOT 41-2 WITH THE EXISTING MAP 10 LOT 41 TO PROPOSE PRIVATE ACCESS AND UTILITY EASEMENTS, GARDEN LANE, PILLSBURY ROAD & MICHELS WAY, MAP 10 LOTS 41, 41-1 AND 41-2, ZONED C-I & PUD, WOODMONT COMMONS PLANNED UNIT DEVELOPMENT, PILLSBURY REALTY DEVELOPMENT, LLC (OWNER & APPLICANT)
4. APPLICATION FOR DESIGN REVIEW OF A SITE PLAN AMENDMENT FOR MODIFICATIONS IN BLOCK NINE AND EXTENSION OF FIRST AVENUE TO PILLSBURY ROAD, GARDEN LANE, PILLSBURY ROAD & MICHELS WAY MAP 10 LOTS 41, 52, 54-1, ZONED C-I & PUD, WOODMONT COMMONS PLANNED UNIT DEVELOPMENT, PILLSBURY REALTY DEVELOPMENT, LLC (OWNER & APPLICANT)

Town Planner Mailloux recommended that the Board find that these projects are not developments of regional impact as they do not meet the criteria set forth by the Southern New Hampshire Regional Planning Commission.

M. Soares made a motion to find that these projects are not of regional impact.

A. Sypek seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

C. DISCUSSIONS WITH TOWN STAFF:

Town Planner Mailloux informed the Board that the current contract with Tighe & Bond expired and are looking for firms to submit qualifications for review.

III. OLD BUSINESS - N/A

IV. New Plans/Non-Binding Conceptual Discussions

A. Application for formal review of a subdivision plan to subdivide one residential lot into three, Six Harvey Road, Map 11 Lot 93, Zoned AR-1, John G. and Elaine H. Tadiello (Owners) and DHB Homes (Applicant)

Chairman Rugg read the case into record. J. Trottier stated there are no outstanding checklist items and staff recommends the application be accepted as complete.

M. Soares made a motion to accept the application as complete per Staff's recommendation memorandum dated October 3, 2018.

A. Sypek seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

Chairman Rugg noted that the 65-day time clock had started.

George Chadwick, from Bedford Design Consultants, 177 E Industrial Park Dr, Manchester, NH, introduced himself to the Board. G. Chadwick said that this is a subdivision of one lot into three at the intersection of High Range Road, Litchfield Road and Harvey Road. He stated that the two proposed lots will have public water and individual subsurface disposal systems. He noted that Lot 93-1, will have an access drive off High Range Road, and the second proposed lot will have an access drive off Harvey Road, as well as the existing house, which will remain, and has access off Harvey Road. He explained that as part of the review staff asked for a road widening drainage easement, which has been submitted to staff for review. He said that they have their state subdivision approval for the new lots. He concluded his presentation and asked the Board for questions.

Chairman Rugg opened it up to questions from the Board. J. Trottier reviewed the design review comments with the Board noting there are no waivers being requested. A. Chiampa voiced her concern with traffic in the evening becoming backed up past the driveway for Lot 93-1. G. Chadwick noted that is a tough location and stated he thought the driveway on High Range Road was better than on Litchfield Road.

Chairman Rugg opened it up to the public.

Peter Bland, 104 Litchfield Road, addressed the Board. He said that he is concerned about his well, as he has already dug the well out once, and is concerned about blasting. G. Chadwick said that there is no intention of blasting with this project.

There being no further public input, Chairman Rugg brought it back to the Board.

M. Soares made a motion to grant conditional approval of the subdivision one lot into three, 6 Harvey Road, Map 11 Lot 93, Zoned AR-1, John G. and Elaine H. Tadiello (Owners) and DHB Homes (Applicant), in accordance with plans prepared by Bedford Design Consultants, Inc. dated June 15, 2018, last revised September 5, 2018 with the following precedent conditions to be fulfilled within two years and prior to plan signature and subsequent conditions to be fulfilled as noted in the Staff Recommendation Memorandum dated October 3, 2018.

A. Sypek seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

“Applicant”, herein, refers to the property owner, business owner, or organization submitting this application and to his/its agents, successors, and assigns.

PRECEDENT CONDITIONS

All of the precedent conditions below must be met by the Applicant, at the expense of the Applicant, prior to certification of the plans by the Planning Board.

Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/Stantec review memo dated October 3, 2018.
2. Owners signatures shall be provided on the plans.
3. The proposed roadway widening and drainage easements shall be provided for review and approval by the Town and shall be recorded concurrently with the final plan.
4. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
5. The Applicant shall provide a check for \$25 (made payable to the Rockingham County Registry of Deeds) for LCHIP.
6. The Applicant shall note all general and subsequent conditions on the plans.
7. Outstanding third-party review fees, if any, shall be paid within 30 days of conditional site plan approval.
8. Financial guarantee be provided to the satisfaction of the Department of Public Works and Engineering.
9. Final engineering review.

PLEASE NOTE – If these conditions are not met within two (2) years of the meeting at which the Planning Board grants approval, the Board’s approval will be considered to have lapsed and re-submission of the application will be required. See RSA 674:39 on vesting.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. **No construction or site work for the subdivision may be undertaken until a pre-construction meeting with Town staff has taken place, filing of an NPDES – EPA Permit (if required), and posting of the appropriate financial guaranty with the Town.** Contact the Department of Public Works to arrange the pre-construction meeting.
2. The project must be built and executed as specified in the approved application package unless modifications are approved by the Planning Department & Department of Public Works, or, if Staff deems applicable, the Planning Board.
3. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.
4. Prior to issuance of a certificate of occupancy, all site improvements and off-site improvements, if any, shall be completed.
5. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.

B. Application for formal review of a subdivision plan to subdivide one residential lot into three, 37 Mammoth Road, Map 1 Lot 52, Zoned AR-1, Sean LeBlanc (Owner & Applicant)

Chairman Rugg read the case into record. J. Trottier stated there are no outstanding checklist items and staff recommends the application be accepted as complete.

M. Soares made a motion to accept the application as complete per Staff's recommendation memorandum dated October 3, 2018.

A. Sypek seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

Chairman Rugg noted that the 65-day time clock had started.

George Chadwick, from Bedford Design Consultants, 177 E Industrial Park Dr, Manchester, NH, introduced himself to the Board. G. Chadwick stated that this land will be divided into three lots, with Lot 52-1 and Lot 52-2 being the two new lots, and the existing residence and barn on Lot 52-3 will stay. He said the two new proposed lots will be on well and subsurface disposal systems. He noted that the new lots will have access onto Mammoth Road, which is a state road. He stated that there is a

minor wetland impact associated with the driveway for Lot 52-2. He stated that the conservation district signs are shown on the plan and will be installed when the project starts. He noted that the state subdivision approval is in. He explained that he is requesting one waiver tonight for the plan scale of the sight distance plans, which are drawn in accordance with New Hampshire Department of Transportation (NHDOT) requirements, as it is a state road. He concluded his presentation and asked for questions from the Board.

Chairman Rugg opened it up to questions from the Board. J. Trottier stated that the applicant is requesting one waiver request from Sections 4.01.C of the Subdivision Regulations to allow a plan scale of 1"=50' for the sight distance plans where only a maximum of 1"=40' is allowed. He stated that staff supports granting the waiver because the plans are legible at the scale presented, and the plans were prepared in accordance with NHDOT plan requirements as a NHDOT driveway permits are required for the project. He reviewed the design review items with the Board. Town Planner Mailloux informed the Board that there is no Conditional Use Permit (CUP) needed for the wetland as it is small in nature. L. Reilly asked if there were water and sewer on Mammoth Road. J. Trottier stated there is no water and sewer that far down. L. Reilly asked if there was a duplex on the northern most lot. G. Chadwick stated that was correct and the existing building on Lot 52 is a two family house. M. Soares stated she thought the driveways looked close together. J. Trottier said they meet the state road frontage requirement.

Chairman Rugg opened it up to the public.

Peter Bland, 104 Litchfield Road, addressed the Board. He noted that Lot #11 is directly in the path of a runway to the airport and the noise can be loud. A. Chiampa asked if there are different recommendations for sound in this area. Town Planner Mailloux stated that the airport noise overlay district does not reach this area.

Dianne Tajima, 33 Mammoth Road, addressed the Board. She voiced her concern regarding the amount of ledge, which she was told was there when she moved in 1978, that could affect wells and septic systems with blasting. She also said that drainage is a problem and is worried about who will maintain the culvert if something goes wrong. J. Trottier stated that if there is a culvert on your property in the town of Londonderry it is your responsibility to maintain it, but being on a state road, he thought the state would not maintain the culvert as well. D. Tajima noted that she has already repaired the pipe under her driveway once and is concerned she will have to again. G. Chadwick stated that he cannot be one hundred percent sure, but the test pits do not indicate any blasting will take place. Chairman Rugg noted that if any blasting were to occur, the developer has a very thorough process to follow with pictures of houses, etc. before and after, and if anything changes the developer would fix it.

Mary Cormier, 43 Mammoth Road, addressed the Board. She asked if the plan was for a duplex to be right next door to her house. G. Chadwick stated that was correct. M. Cormier noted that she has two sump pumps in her basement and is concerned about where the duplex will be built being very wet. G. Chadwick stated that there is

a small wetland located in front of the property between the road and the proposed duplex and it will not affect any more drainage to her property. He noted that there will be detention basins for subsequent run-off to help the water drain where it always has.

There being for further public input, Chairman Rugg brought it back to the Board.

M. Soares made a motion to approve the Applicant’s request for the above waiver as outlined in Staff’s recommendation memorandum dated October 3, 2018.

A. Sypek seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

M. Soares made a motion to grant conditional approval of the subdivision plan of one residential lot into three, 37 Mammoth Road, Map 1 Lot 52, Zoned AR-1, Sean LeBlanc (Owner & Applicant), in accordance with plans prepared by Bedford Design Consultants, Inc. dated June 6, 2018, last revised August 23, 2018 with the following precedent conditions to be fulfilled within two years and prior to plan signature and subsequent conditions to be fulfilled as noted in the Staff Recommendation Memorandum dated October 3, 2018.

A. Sypek seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

“Applicant”, herein, refers to the property owner, business owner, or organization submitting this application and to his/its agents, successors, and assigns.

PRECEDENT CONDITIONS

All of the precedent conditions below must be met by the Applicant, at the expense of the Applicant, prior to certification of the plans by the Planning Board. Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/Stantec review memo dated October 3, 2018.
2. Owner’s signature shall be provided on the plans.
3. The waiver, if approved, be noted on the plan.

4. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.

5. The Applicant shall provide a check for \$25 (made payable to the Rockingham County Registry of Deeds) for LCHIP.

6. The Applicant shall note all general and subsequent conditions on the plans.

7. Outstanding third-party review fees, if any, shall be paid within 30 days of conditional site plan approval.

8. Financial guarantee be provided to the satisfaction of the Department of Public Works and Engineering.

9. Final engineering review.

PLEASE NOTE – If these conditions are not met within two (2) years of the meeting at which the Planning Board grants approval, the Board’s approval will be considered to have lapsed and re-submission of the application will be required. See RSA 674:39 on vesting.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. No construction or site work for the subdivision may be undertaken until a pre-construction meeting with Town staff has taken place, filing of an NPDES – EPA Permit (if required), and posting of the appropriate financial guaranty with the Town. Contact the Department of Public Works to arrange the pre-construction meeting.

2. The project must be built and executed as specified in the approved application package unless modifications are approved by the Planning Department & Department of Public Works, or, if Staff deems applicable, the Planning Board.

3. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.

4. Prior to issuance of a certificate of occupancy, all site improvements and off-site improvements, if any, shall be completed.

5. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that

were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.

C. Application for formal review of a lot line adjustment/subdivision plan to create one new residential lot, 83 Litchfield Road, Map 11 Lot 85, Zoned AR-1, Steven Saulnier (Owner) and 81 Litchfield Road, Map 11, Lot 86, Zoned AR-1, Allen O. & M.T. Madeline Saulnier (Owners & Applicants)

Chairman Rugg read the case into record. J. Trottier stated there are no outstanding checklist items and staff recommends the application be accepted as complete.

M. Soares made a motion to accept the application as complete per Staff's recommendation memorandum dated October 3, 2018.

A. Sypek seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

Chairman Rugg noted that the 65-day time clock had started.

Tim Hewitt, from S&H Land Services, LLC, 1600 Candia Rd Suite 5, Manchester, NH addressed the Board. T. Hewitt stated the application is for a lot line adjustment subdivision to create a new lot between the existing houses. He stated the new lot will be serviced by on site wells and septic systems. He noted there are no wetlands on the new lot. He said they are awaiting for their state subdivision approval. He concluded his presentation and welcomed questions from the Board.

Chairman Rugg opened it up to questions from the Board. J. Trottier stated that the applicant is requesting one waiver request from Section 4.01.C of the Subdivision Regulations to allow a plan scale of 1"=50' for the topographic plan where 1"=40' is required. He stated that Staff supports the granting of this waiver because the plans are legible at the scale presented. He reviewed design review items with the Board. A. Chiampa asked if the Heritage Commission had seen this application. Chairman Rugg stated that they had.

Chairman Rugg opened it up to the public and there was none.

M. Soares made a motion to approve the Applicant's request for the above waiver as outlined in Staff's recommendation memorandum dated October 3, 2018.

A. Sypek seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

M. Soares made a motion to grant conditional approval of the lot line

adjustment and subdivision plan, 83 Litchfield Road, Map 11 Lot 85, Zoned AR-1 , Steven Saulnier (Owner) and 81 Litchfield Road Map 11 Lot 86, Zoned AR-1, Allen O. & M.T. Madeline Saulnier (Owners & Applicants), in accordance with plans prepared by S&H Land Services, dated July 2, 2018, with the following precedent conditions to be fulfilled within two years and prior to plan signature and subsequent conditions to be fulfilled as noted in the Staff Recommendation Memorandum dated October 3, 2018.

A. Sypek seconded the motion.

The motion was granted, 7-0-0. The Chair voted in the affirmative.

"Applicant", herein, refers to the property owner, business owner, or organization submitting this application and to his/its agents, successors, and assigns.

PRECEDENT CONDITIONS

All of the precedent conditions below must be met by the Applicant, at the expense of the Applicant, prior to certification of the plans by the Planning Board. Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/Stantec review memo dated October 3, 2018.
2. Owner's signature shall be provided on the plans.
3. Required permits be obtained and permit approval numbers be noted on the plan.
4. The waiver, if approved, be noted on the plan.
5. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
6. The Applicant shall provide a check for \$25 (made payable to the Rockingham County Registry of Deeds) for LCHIP.
7. The Applicant shall note all general and subsequent conditions on the plans.
8. Outstanding third-party review fees, if any, shall be paid within 30 days of conditional site plan approval.
9. Financial guarantee be provided to the satisfaction of the Department of Public Works and Engineering.

10. Final engineering review.

PLEASE NOTE – If these conditions are not met within two (2) years of the meeting at which the Planning Board grants approval, the Board’s approval will be considered to have lapsed and re-submission of the application will be required. See RSA 674:39 on vesting.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. **No construction or site work for the subdivision may be undertaken until a pre-construction meeting with Town staff has taken place, filing of an NPDES – EPA Permit (if required), and posting of the appropriate financial guaranty with the Town.** Contact the Department of Public Works to arrange the pre-construction meeting.
2. The project must be built and executed as specified in the approved application package unless modifications are approved by the Planning Department & Department of Public Works, or, if Staff deems applicable, the Planning Board.
3. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.
4. Prior to issuance of a certificate of occupancy, all site improvements and off-site improvements, if any, shall be completed.
5. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.

V. Other Business -

A. Master Plan Implementation Committee

Town Planner Mailloux informed the Board that this would be a brief update tonight regarding the master plan recommendations. She noted that it was last updated in December of 2015. She said she wanted to review the recommendations that have been completed, those that are waiting to be done and others that have not been completed. She explained that the Board will take this update home and review it for a discussion next week. She stated that the Master Plan Implementation Committee has not met in over a year and a half. Chairman Rugg stated that the committee was working on connectivity with bike trails and walking trails the last

time they met. G. Verani asked how one would add to this plan. Town Planner Mailloux said that a new master plan would be created.

VI. ADJOURNMENT


Member M. Soares made a motion to adjourn the meeting at approximately 8:00 p.m. Seconded by A. Sypek

The motion was granted, 7-0-0.

The meeting adjourned at approximately 8:00 PM.

These minutes were prepared by Beth Morrison.

Respectfully Submitted,



Name: Chris Davies

Title: Secretary

These minutes were accepted and approved on November 7, 2018 by a motion made by C. Davies and seconded by R. Brideau.

STAFF RECOMMENDATION

To: Planning Board
From: Colleen P. Mailloux, AICP, Town Planner
John R. Trottier, PE, Assist. Dir. Of DPW

Date: October 3, 2018

Application: Application for formal review of a subdivision plan to subdivide one residential lot into three, 6 Harvey Road, Map 11 Lot 93, Zoned AR-1, John G. and Elaine H. Tadiello (Owners) and DHB Homes (Applicant)

- Completeness: There are no outstanding checklist items. Staff recommends that the Application be accepted as complete.

Board Action Required: **Motion to Accept the Application as Complete per Staff's Recommendation Memorandum dated October 3, 2018.**

- Waivers: There are no waivers requested for this project.
- Recommendation: Based on the information available to date, Staff recommends that the Planning Board **CONDITIONALLY APPROVE** this application with the Notice of Decision to read substantially as follows:

Board Action Required: **Motion to grant conditional approval of the subdivision one lot into three, 6 Harvey Road, Map 11 Lot 93, Zoned AR-1, John G. and Elaine H. Tadiello (Owners) and DHB Homes (Applicant), in accordance with plans prepared by Bedford Design Consultants, Inc. dated June 15, 2018, last revised September 5, 2018 with the following precedent conditions to be fulfilled within two years and prior to plan signature and subsequent conditions to be fulfilled as noted in the Staff Recommendation Memorandum dated October 3, 2018.**

“Applicant”, herein, refers to the property owner, business owner, or organization submitting this application and to his/its agents, successors, and assigns.

PRECEDENT CONDITIONS

All of the precedent conditions below must be met by the Applicant, at the expense of the Applicant, prior to certification of the plans by the Planning Board. Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/Stantec review memo dated October 3, 2018.
2. Owners signatures shall be provided on the plans.

3. The proposed roadway widening and drainage easements shall be provided for review and approval by the Town and shall be recorded concurrently with the final plan.
4. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
5. The Applicant shall provide a check for \$25 (made payable to the Rockingham County Registry of Deeds) for LCHIP.
6. The Applicant shall note all general and subsequent conditions on the plans.
7. Outstanding third-party review fees, if any, shall be paid within 30 days of conditional site plan approval.
8. Financial guarantee be provided to the satisfaction of the Department of Public Works and Engineering.
9. Final engineering review.

PLEASE NOTE – If these conditions are not met within two (2) years of the meeting at which the Planning Board grants approval, the Board’s approval will be considered to have lapsed and re-submission of the application will be required. See RSA 674:39 on vesting.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. **No construction or site work for the subdivision may be undertaken until a pre-construction meeting with Town staff has taken place, filing of an NPDES – EPA Permit (if required), and posting of the appropriate financial guaranty with the Town.** Contact the Department of Public Works to arrange the pre-construction meeting.
2. The project must be built and executed as specified in the approved application package unless modifications are approved by the Planning Department & Department of Public Works, or, if Staff deems applicable, the Planning Board.
3. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.

4. Prior to issuance of a certificate of occupancy, all site improvements and off-site improvements, if any, shall be completed.
5. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.

MEMORANDUM

To: Planning Board

Date: October 3, 2018

From: Planning and Economic Development
Department of Public Works & Engineering
Stantec Consulting Services, Inc.

Re: Tadiello Subdivision Plan
Map 11 Lot 093
Harvey, High Range and
Litchfield Rds. - Londonderry, NH

Owner: John & Elaine Tadiello
Applicant : DHB Homes LLC

Bedford Design Consultants, Inc. submitted plans and supporting information for the above-referenced project. DRC and the Town's engineering consultant, Stantec Consulting Services Inc. reviewed the submitted plans and information, and review comments were forwarded to the Applicant's engineer. The Applicant submitted revised plans and information and we offer the following comments:

Checklist Items:

1. There are no checklist items.

Design Review Items:

1. The revised design does not provide a driveway sight distance plan for the other existing southerly driveway for lot 11-93 as typically requested by the Town. Please update the project plan set to include a driveway sight distance plan for this existing driveway showing compliance is achieved consistent with exhibit D-2 of the regulations.
2. The Applicant should indicate the protective well radius for the existing well on the lot in accordance with the regulations.
3. The Applicant should indicate the limits of sawcut associated with the proposed water line crossing at Litchfield Road and service connection at High Range Road on the grading plan. In addition, please include a typical water service detail for the new lots and a permanent patch detail for the proposed work in the plan set consistent with exhibit R105 of the Town's typical details.
4. We recommend the Applicant update the project notes on the lot grading plan to include notes for routine maintenance and inspections of the proposed stormwater systems acceptable to the Town. The notes should indicate that copies of the routine maintenance and inspections are to be provided to the Town on a yearly basis as typically requested by the Town.
5. We recommend the Applicant review and update the low flow outlet structure detail on sheet 7 consistent with exhibit D109 of the Town's Typical details.
6. The post development plans of the revised drainage report indicate portions of the roadway drainage along High Range Road would discharge across the proposed driveway of lot 93-1 and discharge into the proposed on-site detention basin, which is not recommended. In addition, the revised post development plan indicates portions of the roadway drainage along Harvey Road would discharge across the proposed driveway of lot 93-2 and discharge into the proposed on-site detention basin, which is not recommended. It appears driveway culverts may be needed in these locations. We recommend the Applicant arrange a

meeting with the Department of Public Works to discuss the need for the culverts at the proposed driveways. Please update the driveway designs acceptable to the Department.

7. We recommend the Applicant verify the DRC comments of Planning Department have been adequately addressed with the Planning Department.

Board Information Items:

1. The Applicant has submitted draft easement documents that are currently under review by the Town.

STAFF RECOMMENDATION

To: Planning Board
From: Colleen P. Mailloux, AICP, Town Planner
John R. Trottier, PE, Assist. Dir. Of DPW

Date: October 3, 2018

Application: Application for formal review of a subdivision plan to subdivide one residential lot into three, 37 Mammoth Road, Map 1 Lot 52, Zoned AR-1, Sean LeBlanc (Owner & Applicant).

- **Completeness:** There are no outstanding checklist items. Staff recommends that the Application be accepted as complete.

Board Action Required: Motion to Accept the Application as Complete per Staff's Recommendation Memorandum dated October 3, 2018.

- **Waivers:** The Applicant has requested the following waiver of the Subdivision Regulations:
 1. The Applicant has requested a waiver from Section 4.01.C of the Subdivision Regulations to allow a plan scale of 1"=50' for the sight distance plans where only a maximum of 1"=40' is allowed. Staff supports the granting of this waiver because the plans are legible at the scale presented, and the plans were prepared in accordance with NHDOT plan requirements as a NHDOT driveway permits are required for the project.

Board Action Required: Motion to approve the Applicant's request for the above waiver as outlined in Staff's recommendation memorandum dated October 3, 2018.

- **Recommendation:** Based on the information available to date, Staff recommends that the Planning Board **CONDITIONALLY APPROVE** this application with the Notice of Decision to read substantially as follows:

Board Action Required: Motion to grant conditional approval of the subdivision plan of one residential lot into three, 37 Mammoth Road, Map 1 Lot 52, Zoned AR-1, Sean LeBlanc (Owner & Applicant), in accordance with plans prepared by Bedford Design Consultants, Inc. dated June 6, 2018, last revised August 23, 2018 with the following precedent conditions to be fulfilled within two years and prior to plan signature and subsequent conditions to be fulfilled as noted in the Staff Recommendation Memorandum dated October 3, 2018.

"Applicant", herein, refers to the property owner, business owner, or organization submitting this application and to his/its agents, successors, and assigns.

PRECEDENT CONDITIONS

All of the precedent conditions below must be met by the Applicant, at the expense of the Applicant, prior to certification of the plans by the Planning Board. Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/Stantec review memo dated October 3, 2018.
2. Owner's signature shall be provided on the plans.
3. The waiver, if approved, be noted on the plan.
4. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
5. The Applicant shall provide a check for \$25 (made payable to the Rockingham County Registry of Deeds) for LCHIP.
6. The Applicant shall note all general and subsequent conditions on the plans.
7. Outstanding third-party review fees, if any, shall be paid within 30 days of conditional site plan approval.
8. Financial guarantee be provided to the satisfaction of the Department of Public Works and Engineering.
9. Final engineering review.

PLEASE NOTE – If these conditions are not met within two (2) years of the meeting at which the Planning Board grants approval, the Board's approval will be considered to have lapsed and re-submission of the application will be required. See RSA 674:39 on vesting.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. **No construction or site work for the subdivision may be undertaken until a pre-construction meeting with Town staff has taken place, filing of an NPDES – EPA Permit (if required), and posting of the appropriate financial guaranty with the Town.** Contact the Department of Public Works to arrange the pre-construction meeting.

2. The project must be built and executed as specified in the approved application package unless modifications are approved by the Planning Department & Department of Public Works, or, if Staff deems applicable, the Planning Board.
3. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.
4. Prior to issuance of a certificate of occupancy, all site improvements and off-site improvements, if any, shall be completed.
5. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.

MEMORANDUM

To: Planning Board

Date: October 3, 2018

From: Planning and Economic Development
Department of Public Works & Engineering
Stantec Consulting Services, Inc.

Re: Leblanc Subdivision Plan
Map 1 Lot 52
37 Mammoth Road
Londonderry, NH

Owner: Sean Leblanc

Bedford Design Consultants, Inc. submitted plans and supporting information for the above-referenced project. DRC and the Town's engineering consultant, Stantec Consulting Services Inc. reviewed the submitted plans and information, and review comments were forwarded to the Applicant's engineer. The Applicant submitted revised plans and information and we offer the following comments:

Checklist Items:

1. There are no checklist items.

Design Review Items:

1. The Applicant's proposed NHDOT curb cut plans (sheets 3-6) are at a scale of 1"=50' and do not comply with section 4.01.C of the Subdivision Regulations (scale: 1"=40' max.). The Applicant has submitted a written **waiver request** for this requirement for Planning Board consideration.
2. The revised grading plan indicates a different driveway location for new lot 52-1 that will require relocation of the existing utility pole along Mammoth Road. However, the previously submitted utility clearance letter did not address or note approval of the relocated pole shown with the latest submission. We recommend the Applicant obtain and provide an updated utility clearance letter noting approval of the utility pole relocation shown on the revised plans.
3. We recommend the Applicant update the project notes on the lot grading plan to include notes for routine maintenance and inspections of the proposed stormwater systems acceptable to the Town. The notes should indicate that copies of the routine maintenance and inspections are to be provided to the Town on a yearly basis as typically requested by the Town.
4. We recommend that the Applicant address the following relative to the **Drainage Computations Report:**
 - a. We note that the pre-development 10-year elevation at pond 2P (Northerly wetlands along Mammoth Road) is 298.99. Under the revised 10-year post development condition at this same location (pond 2P), the analysis indicates the proposed pond elevation at 299.06 (0.07 feet higher). The higher elevation would imply the post development flow would encroach on the abutting lot outside the project, but the updated plans and information does not address the encroachment as required under section 3.08.A of the regulations. We note that the limits of the wetlands and pond are not indicated beyond the property lines. The Applicant should review and revise the project design to properly address the post development impact at pond 2P and provide supporting information (easements) to clarify compliance is achieved acceptable to the Town.

- b. The post development analysis does not address the proposed driveway, pavement and regrading impacts proposed within Mammoth Road shown on the NHDOT curb cut plans provided with this latest submission. Thus, it is unclear compliance with the regulations is achieved (no increase in runoff). We recommend the Applicant update the project analysis to address all proposed impacts and verify compliance is achieved with the regulations.
 - c. The width of the secondary weir (3.00 ft) does not appear to be properly dimensioned in the detail on sheet 3 for both post development detention basins (Pond 12P and 13P). Please review and clarify that the secondary weir width is consistent between the analysis and the detail, and update accordingly for compliance and proper construction.
 - d. A pipe summary table for the proposed driveway culverts per section 3.08.b.4 of the regulations and item X.3.d of the checklist is missing. Please review and verify the proposed driveway culverts are properly sized. Please update the report accordingly.
5. We recommend the Applicant review and update the low flow outlet structure detail on sheet 7 consistent with exhibit D109 of the Town's Typical details.
 6. The NHDOT curb cut plan, provided for lot 52 with this submission, indicates the existing retaining wall within the ROW is to be removed. In addition, the southerly existing driveway within the ROW is to be removed. It appears that the existing retaining wall diked off the roadway drainage flow that appears to generally flow southerly based upon the sight distance profile provided with this submission. As such, it would appear that the flow from the existing northerly wetlands along Mammoth Road would have flowed southerly along the roadway edge prior to the wall placement within the ROW versus being an isolated wetland. With the proposed removal of the obstructions in the ROW (wall and driveway), we recommend the apparent former drainage flow along the roadway edge be restored to prevent isolated ponding along the roadway. The restoration would likely involve additional driveway culverts and grading to re-establish the former drainage pattern. We recommend the Applicant discuss this issue with the Town and NHDOT. Please update acceptable to the Town and NHDOT.
 7. We recommend the Applicant verify the DRC comments for the project are adequately addressed as applicable:
 - a. Please verify the comments of Planning Department have been adequately addressed with the Planning Department.
 - b. Please verify the comments of Conservation Commission have been adequately addressed with the Conservation Commission.

Board Action Items:

1. The Applicant has submitted a written waiver request to the Subdivision Regulation requirements as noted in his letter dated July 30, 2018. The Board will need to consider each waiver request as part of the project review.

STAFF RECOMMENDATION

To: Planning Board
From: Colleen P. Mailloux, AICP, Town Planner
John R. Trottier, PE, Assist. Dir. Of DPW

Date: October 3, 2018

Application: Application for formal review of a lot line adjustment and subdivision plan to create one new residential lot, 83 Litchfield Road, Map 11 Lot 85, Zoned AR-1, Steven Saulnier (Owner) and 81 Litchfield Road Map 11 Lot 86, Zoned AR-1, Allen O. & M.T. Madeline Saulnier (Owners & Applicants).

- Completeness: There are no outstanding checklist items. Staff recommends that the Application be accepted as complete.

Board Action Required: **Motion to Accept the Application as Complete per Staff's Recommendation Memorandum dated October 3, 2018.**

- Waivers: The Applicant has requested the following waiver of the Subdivision Regulations:

1. The Applicant has requested a waiver from Section 4.01.C of the Subdivision Regulations to allow a plan scale of 1"=50' for the topographic plan where 1"=40' is required. Staff supports the granting of this waiver because the plans are legible at the scale presented.

Board Action Required: **Motion to approve the Applicant's request for the above waiver as outlined in Staff's recommendation memorandum dated October 3, 2018.**

- Recommendation: Based on the information available to date, Staff recommends that the Planning Board **CONDITIONALLY APPROVE** this application with the Notice of Decision to read substantially as follows:

Board Action Required: **Motion to grant conditional approval of the lot line adjustment and subdivision plan, 83 Litchfield Road, Map 11 Lot 85, Zoned AR-1, Steven Saulnier (Owner) and 81 Litchfield Road Map 11 Lot 86, Zoned AR-1, Allen O. & M.T. Madeline Saulnier (Owners & Applicants), in accordance with plans prepared by S&H Land Services, dated July 2, 2018, with the following precedent conditions to be fulfilled within two years and prior to plan signature and subsequent conditions to be fulfilled as noted in the Staff Recommendation Memorandum dated October 3, 2018.**

"Applicant", herein, refers to the property owner, business owner, or organization submitting this application and to his/its agents, successors, and assigns.

PRECEDENT CONDITIONS

All of the precedent conditions below must be met by the Applicant, at the expense of the Applicant, prior to certification of the plans by the Planning Board. Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/Stantec review memo dated October 3, 2018.
2. Owner's signature shall be provided on the plans.
3. Required permits be obtained and permit approval numbers be noted on the plan.
4. The waiver, if approved, be noted on the plan.
5. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
6. The Applicant shall provide a check for \$25 (made payable to the Rockingham County Registry of Deeds) for LCHIP.
7. The Applicant shall note all general and subsequent conditions on the plans.
8. Outstanding third-party review fees, if any, shall be paid within 30 days of conditional site plan approval.
9. Financial guarantee be provided to the satisfaction of the Department of Public Works and Engineering.
10. Final engineering review.

PLEASE NOTE – If these conditions are not met within two (2) years of the meeting at which the Planning Board grants approval, the Board's approval will be considered to have lapsed and re-submission of the application will be required. See RSA 674:39 on vesting.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. **No construction or site work for the subdivision may be undertaken until a pre-construction meeting with Town staff has taken place, filing of an NPDES – EPA Permit**

(if required), and posting of the appropriate financial guaranty with the Town.
Contact the Department of Public Works to arrange the pre-construction meeting.

2. The project must be built and executed as specified in the approved application package unless modifications are approved by the Planning Department & Department of Public Works, or, if Staff deems applicable, the Planning Board.
3. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.
4. Prior to issuance of a certificate of occupancy, all site improvements and off-site improvements, if any, shall be completed.
5. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.

MEMORANDUM

To: Planning Board

Date: October 3, 2018

From: Planning and Economic Development
Department of Public Works & Engineering
Stantec Consulting Services, Inc.

Re: Saulnier Subdivision Plan
Map 11 Lots 85 & 86
81 and 83 Litchfield Road
Londonderry, NH

Owners: Allen & Madeline Saulnier &
Steven Saulnier

S&H Land Services and Rokeh Consulting, LLC submitted plans and supporting information for the above-referenced project. DRC and the Town's engineering consultant, Stantec Consulting Services Inc. reviewed the submitted plans and information, and review comments were forwarded to the Applicant's engineer. The Applicant submitted revised plans and information and we offer the following comments:

Checklist Items:

1. There are no checklist items.

Design Review Items:

1. The Applicant topographic plan – sheet 2 is at a scale of 1"=50 feet and does not comply with section 4.01.C of the regulations - maximum scale 1"=40 feet. The Applicant has submitted a written **waiver request** for this requirement for Planning Board consideration.
2. The Applicant indicates the NHDES Subdivision Approval for the proposed project has been submitted on the application checklist. We recommend the Applicant obtain all project permits, update note 9 on sheet 1 and provide copies of the permit approvals for the Planning Department's files.
3. The required all-season sight distance for lot 85 in the westerly direction does not appear to be provided as indicated on the Applicant's revised Sight Distance Plan and Profile for the lot. It appears improvements would be required within the roadway. We recommend the Applicant arrange a meeting with the Department of Public Works to discuss the sight distance for the driveway. Please update acceptable to the Department. In addition, please update the sheet numbers for the sight distance plans acceptable to the Town.
4. The Applicant has not provided utility clearance letter for CATV in accordance with section 3.05 of the Subdivision Regulations. The applicant should obtain and provide a utility clearance letter for CATV for inclusion with the Town's project file.
5. The Applicant has not provided construction details for the typical driveway apron and a typical utility trench for each utility in the project plan set per section 4.16.D.2 and 13.iv of the regulations. The Applicant should update the project plan set accordingly.
6. We recommend that the Applicant address the following relative to the **Storm Water Drainage Analysis Report:**
 - a. The post development calculation for subcatchment 3 does not properly represent the amount of proposed impervious area represented on the plan, which is more than indicated in the calculations. In addition, the calculations indicate an increase in runoff under the post development conditions. Please revise the analysis to properly

represent the proposed development and verify compliance is achieved (no increase in runoff)

7. The Applicant should address Stantec's September 28, 2018 memorandum relative to the submitted traffic information acceptable to the Town.
8. We recommend the Applicant verify the project DRC comments of Planning Department have been adequately addressed with the Planning Department.

Board Action Items:

1. The Applicant has submitted a written waiver request to the Subdivision Regulation requirements as noted in his letter dated September 7, 2018. The Board will need to consider each waiver request as part of the project review.

Memorandum - Map 11, Lots 85 and 86
Saulnier Subdivision Plan
81 and 83 Litchfield Road
Londonderry, NH
Applicant: Allen & Madeline Saulnier and
Steven Saulnier
October 3, 2018
Page 3