

1 **LONDONDERRY ADMINISTRATIVE REVIEW COMMITTEE**

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3 **MINUTES OF THE PUBLIC HEARING ON OCTOBER 22, 2015 IN THE ELWOOD**  
4 **CONFERENCE ROOM**

5  
6 ARC Members Present: Town Planner and Planning and Economic Development  
7 Department Manager Cynthia May, ASLA; Asst. Director of Public Works John R.  
8 Trottier, P.E.; and Associate Planner Jaye A. Trottier

9  
10 Also Present: Brad Farrin, Corporate Facilities Manager for Milton CAT; and Gary  
11 Collette of Colby Company Engineering

12  
13 C. May called the meeting to order at 10:06 AM.

14  
15 C. May noted that Senior Building Inspector/Zoning Officer/Health Officer and ARC  
16 member Richard Canuel was unavailable to attend this hearing. She appointed  
17 Associate Planner J. A. Trottier to vote in his place.

18  
19 **Public Hearings**

20  
21 A. Application Acceptance and Public Hearing for formal review of a minor site plan  
22 to amend an approved 2014 plan to permit an outside equipment storage area  
23 at 20 Industrial Drive, Tax Map 28 Lot 20-5, Zoned GB – Ballinger Properties,  
24 LLC and Five-N-Associates General Partnership (Owners, Tax Map 28, Lot 17-4,  
25 30 Industrial Drive, Zoned GB); Tana Properties Limited Partnership (Owner,  
26 Tax Map 28, Lot 20-5, 20 Industrial Drive, Zoned GB) and Milton CAT, Inc.  
27 (Applicant).

28  
29 C. May stated there was one outstanding checklist item with an associated  
30 waiver request **for acceptance purposes only**. She said assuming the ARC  
31 grants the waiver, Staff recommends the application be accepted as complete:

- 32  
33 1. Section 2.05.a.9 and 4.18.i of the Site Plan Regulations requiring  
34 easement deeds, protective covenants or other legal documents to  
35 indicate that the owner of abutting Map 28 Lot 34 (Eversource Energy)  
36 has agreed to proposed driveways and grading located across their lot to  
37 enable the applicant to access Lot 20-5.

38  
39 **J. R. Trottier made a motion to approve the Applicant's request for the**  
40 **waiver as outlined in Staff's Recommendation memo dated October 22,**  
41 **2015. J. A. Trottier seconded the motion. No discussion. Vote on the**  
42 **motion: 3-0-0.**

43  
44 **J. A. Trottier made a motion to accept the application as complete per**  
45 **Staff's Recommendation Memo dated October 22, 2015. C. May**  
46 **seconded the motion. No discussion. Vote on the motion: 3-0-0.** The  
47 application was accepted as complete.  
48

1 G. Collette stated that this proposed plan would be an amendment to the 2014  
2 Milton CAT site plan signed by the Planning Board in October of that year. While  
3 there are two lots involved with the overall site plan (which are bisected by an  
4 Eversource Energy right-of-way), Lot 20-5 is the location of the proposed  
5 equipment storage area in question. The area had been noted on the 2014 site  
6 plan, but had been identified as a future storage area and was not part of that  
7 approval. Milton CAT is hoping to capitalize on the opportunity to have the  
8 amendment approved and signed while their contractor is still on site  
9 constructing the main facility and associated improvements. When asked, B.  
10 Farrin said the area would be used to store mostly new equipment. C. May  
11 clarified that Staff expects that the proposed storage area will be for new  
12 equipment only. The Applicant agreed with the clarification.

13  
14 C. May stated that the Applicant was requesting the following two waivers to the  
15 Site Plan Regulations:

- 16  
17 1. Section 7, Exhibit 3 of the Site Plan Regulations regarding the Site Plan  
18 Fee Schedule. The lot where the disturbance is to occur 9.270 acres,  
19 however the actual area of disturbance on that lot amounts to  
20 approximately 78,300 sf. Basing the calculation on the latter results in a  
21 fee of \$391.50, which would seem more reasonable for a minor site plan.  
22 Staff supports **granting** the waiver because the actual area of  
23 disturbance on the existing site is relatively minor and because this is  
24 consistent with past practice.
- 25  
26 2. Section 4.01.C which states the maximum scale of all plans other than a  
27 boundary plan will be 1" = 40'. The Applicant proposes that the existing  
28 conditions plan be at a scale of 1" = 80' and the overall site plan be at a  
29 scale of 1" = 100'. Staff recommends **granting** the waiver so that the  
30 entire site and its context can be viewed on those separate sheets.

31  
32 **J. A. Trottier made a motion to approve the Applicant's request for the**  
33 **two waivers as outlined in Staff's Recommendation memo dated**  
34 **October 22, 2015. J. R. Trottier seconded the motion. No discussion.**  
35 **Vote on the motion: 3-0-0.**  
36

37 C. May added that the Applicant made note of the fact that the following two  
38 Conditional Use Permits obtained through the approval of the original 2014 site  
39 plan are applicable to this proposed Equipment Storage area and Amended Site  
40 Plan:

- 41 1. A Conditional Use Permit to allow Sales of Heavy Equipment as an  
42 Accessory Use.
  - 43  
44 2. A Conditional Use Permit to allow an increase in the percentage of  
45 permitted outside storage area. The storage of equipment to be  
46 serviced will be toward the back of the site and behind structures.
- 47

1 J. R. Trottier reviewed the engineering memo (see Attachment #1).  
2 Arrangements were made to discuss the memo with Staff and the Town's third  
3 party review engineer once the Applicant and their engineer have reviewed it.  
4 The meeting would take place the week of October 26, 2015.

5  
6 C. May asked B. Farrin and G. Collette if they had any additional comments.  
7 Neither had any.

8 C. May noted that no members of the public were present to comment.  
9

10 The public portion of the meeting was closed.  
11

12 **J. R. Trottier made a motion to grant conditional approval to the Minor**  
13 **Site Plan Amendment for Milton CAT (Applicant), Map 28 Lots 17-4 &**  
14 **20-5, to amend an approved 2014 plan to permit an outside equipment**  
15 **storage area at 20 Industrial Drive, Tax Map 28 Lot 20-5, Zoned GB, in**  
16 **accordance with the plans prepared by Colby Company Engineering,**  
17 **dated August 24, 2015, and last revised September 17, 2015, with the**  
18 **precedent conditions to be fulfilled within 120 days of the approval and**  
19 **prior to plan signature, and the general and subsequent conditions of**  
20 **approval to be fulfilled as noted in the Staff Recommendation Memo,**  
21 **dated October 22, 2015. J. A. Trottier seconded the motion. No**  
22 **discussion. Vote on the motion: 3-0-0.**  
23

24 The minor site plan was granted conditional approval.  
25

## 26 Other Business

27  
28 A. Approval of April 29, 2015 ARC Minutes  
29

30 **J. R. Trottier made a motion to approve the ARC minutes of June 17,**  
31 **2015 as written. J. A. Trottier seconded the motion. No discussion.**  
32 **Vote on the motion: 2-0-1** with J. R. Trottier abstaining as he had not  
33 attended the June 17 meeting.  
34

## 35 Adjournment:

36  
37 **J. R. Trottier made a motion to adjourn the meeting. J. A. Trottier**  
38 **seconded the motion. The motion was approved, 3-0-0.**  
39

40 The meeting adjourned at approximately 10:20 AM.  
41

42 Respectfully Submitted,  
43

44  
45 Jaye Trottier  
46 Associate Planner

MEMORANDUM

To: Administrative Review Committee

Date: October 22, 2015

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

Re: Map 28 Lots 17-3, 17-4 & 20-5  
Proposed Site Plan for  
Southworth-Milton, Inc.  
30 Industrial Drive

Owner: Ballinger Properties/5-N-Assoc  
Applicant: Southworth-Milton, Inc.

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Colby Company Engineering submitted plans and information for the above-referenced project under a formal application. DRC and the Town's engineering consultant, Stantec Consulting Services Inc. reviewed the submitted plans and information and we offer the following comments:

**Checklist Items**

1. The Applicant's proposed development design includes lot 20-5 with driveways and grading shown and located across abutting lot 34 Map 28 owned by Eversource Energy (formerly Public Service of New Hampshire) to access this separate lot, but the application did not include easement deeds, protective covenants or other legal documents that indicates the Owner of abutting Lot 34 has agreed to the proposed improvements indicated across abutting Lot 34 shown on the project plans per section 2.05.a.9 and 4.18.i of the Site Plan Regulations and item II.5 of the Checklist. We recommend the Applicant provide written documentation from the abutter at Lot 34 agreeing to the proposed improvements indicated on and across the abutting property for the Planning Department's file. The Applicant has submitted a **waiver request** for this requirement for acceptance purposes only.

**Design Review Items:**

1. The overall existing conditions plan is at a scale of 1"=80' and the overall site plan is at a scale of 1"=100' that do not comply the maximum 1"=40' per item 4.01c of the regulations. The Applicant has submitted a **waiver request** for this requirement.
2. The Applicant's drainage pipe design indicates the pipe from the sediment bay to the sand filter bed is less than the minimum 15" diameter, which does not comply with item 3.07.g.1 of the Site Plan Regulations. We recommend the Applicant update the design to provide the minimum pipe size in compliance with the regulations. Please update the drainage report accordingly.
3. The proposed site plan requires an amendment to the current NHDES Alteration of Terrain Permit and an EPA/NOI Permit. We recommend the Applicant obtain all project permits, indicate the permit approval numbers on sheet 1 of 16 and provide copies of all permits for the Planning Division files per section 4.13 of the Site Plan Regulations. In addition, please update the cover sheet to include notes "g", "j", "k" and "u" per section 4.11 of the Site Plan Regulations. Also, please correct the number of sheets in the plan set consistent with the submission (16) in the note on the cover sheet above the title block

4. We recommend the Applicant remove the Planning Board signature block from sheets 2, 8 and 10 thru 16 per section 4.03 of the Site Plan Regulations.
5. The Applicant's submitted drainage report states that portions of the previously approved site plan layout will be changed under the revised analysis, but the project plan set submittal does not include the proposed paving of a landscape island or alteration of a portion of the equipment storage area noted in the drainage report. We recommend the project site plan be revised to include the proposed site changes consistent with the submitted project drainage report.
6. We recommend the Applicant provide the existing topography on the existing conditions plans per section 4.12.c.3 of the Site Plan Regulations. In addition, please revise the scale of the plan views to be 1"=40' as required by section 4.01.c of the regulations to be consistent with the scale noted. Also, please revise the Owner of lot 34 to Eversource Energy as noted in the application information.
7. We recommend the Applicant address the following on the submitted site plan:
  - a. The proposed access drive is located at a curbed section of the previously approved site drive, but there is no information relative to the intent of the curb. Will it be removed or retained. Please label to clarify and provide sawcut limits, and/or details or notes as applicable for proper construction.
  - b. Please label the pavement roundings on the plan for proper construction.
  - c. Please indicate and label snow storage areas as typically requested by the Town.
  - d. Please label the size and height of the proposed gate.
  - e. Please label Industrial Drive and Little Cohas Brook on sheet 6. In addition, please label Little Cohas Brook on sheet 7 and all other applicable sheets.
8. We recommend the Applicant address the following on the submitted grading plans:
  - a. Please label the size and type of the existing culvert on the plan including inverts
  - b. Please indicate the proposed tree lines on the plan. Please update the landscape plan accordingly.
  - c. Please label the location of one bench mark in the project area as typically requested by the Town.
  - d. The detention basin and sediment forebay grading does not indicate the minimum four (4) foot wide berm embankment is provided as required by the regulations and per Exhibit D108 of the Town's typical details. Please revise the design accordingly and properly label the embankment width on the plan for clarity and proper construction.
  - e. Please label the length and size of the level spreader on the plan for proper construction.
  - f. Please darken the proposed pavement edge for clarity.
  - g. Please provide additional existing conditions contour labels for clarity.
  - h. Please review the proposed pavement grading in the northeast corner. It appears the 217 contour is through the 217.5 spot elevation. We recommend spot elevations be provided along the westerly pavement edge between the 216 contour to clarify the grading design intent and for proper construction.
  - i. We recommend soil stabilizing fabric be provided along the unpaved section and embankment of the sediment forebay west of the pavement as may be necessary

- to address the potential impacts of the proposed runoff directed to this location. In addition, please clarify the 216 label at the north end of the pavement.
- j. The construction details for the overflow and sediment bay outlet structure indicate 4 separate structures are to be used under this project. Please indicate the locations of all the proposed structures or revise the detail to be representative. Please label the structure consistent with the detail for proper construction.
  - k. Please review and revise the overflow structure location to be at the proper location for the top of the structure to be a minimum 6" above the finish grade consistent with exhibit D108.
  - l. Please indicate and label the drain pipe type, pipe length, pipe slope and end treatments (headwall, flared end section) in accordance with sections 3.07 and 4.14.a.20 of the regulations.
  - m. The existing conditions plan indicates portions of existing pavement extended from abutting lot 20-3 would be removed to construct the swales and grading shown along the easterly portion of the storage area. However, the plans do not address the pavement removal as part of the proposed work. Please review and revise accordingly.
  - n. The Applicant shall provide the required utility clearance letter from Eversource Energy for the proposed site lighting indicated in the plan set per section 3.04 of the Site Plan Regulations. Please indicate the underground lines to serve the proposed lights and provide a trench detail for the proposed underground lines in the plan set for proper construction.
9. We recommend the check dams be indicated and labeled on the erosion control plan. Please include a detail for the check dam in the plan set for proper construction. In addition, please provide the existing contours on the plan. Also, please correct the bar scale that is inconsistent with the plan scale. Please review and confirm that the proper scale is provided on all sheets.
10. We recommend the Applicant address/clarify the following on the construction details for the project:
- a. The proposed silt fence detail does not comply with exhibit EC1 of the Town's typical details. Please update the detail accordingly.
  - b. The plan set includes a riprap slope detail. Please clarify the location that this detail applies to on the plan set or remove it from the plan set if it does not apply.
  - c. The level spreader indicates the level lip would be constructed of stone which cannot provide a proper level lip. Please revise the design as necessary to indicate a curb or other similar treatment would be installed to provide a proper level lip.
  - d. A detail is labeled as a maintenance road in the plan set, but the location is not labeled on the plan. We note there is no detail for the access drive as noted on the plans. Please update to provide a detail for the access drive and label the maintenance road on the plan for proper construction.
  - e. The plan set includes a detail for a detention basin, but there is not one indicated on the grading plan. Please clarify.
  - f. Please clarify the outlet locations for the perforated underdrains indicated in the sand filter detail on the grading plan for clarity and proper construction. Please indicate all inverts on the grading plan.
  - g. Please clarify where the ground cover plan bed applies on the landscape plan.

- h. The outlet structure detail on sheet 14 indicates SB#4 would not provide the minimum 12" cover over the pipe as typically required by the Town based upon the difference of the pipe inverts and the top grate. Please revise as necessary acceptable to the Department of Public Works. The drainage report shall be updated accordingly.
11. We recommend the Applicant address the following relative to the project drainage report:
- a. The table provided on page 11 relative to the flow to POA#2 shows an increase in runoff from the previous analysis and does not comply with the regulations. We note this table has different values than the table listing the impacts to abutters on page 12 that shows lower values. Please review and revise as necessary to be consistent with the previous design that indicates no increase in runoff to the abutters would occur as required by the regulations.
  - b. The submitted analysis indicates that the large watershed area of subcatchment 5 has increased in size from the previous analysis, which is unclear, since the additional subcatchment 17 utilized under this project is within the large subcatchment 5 of the previous report. We would anticipate the area would be the same. Please review and revise the analysis to properly address large subcatchment 5 and 17. Please verify compliance with the regulations is achieved, no increase in runoff.
  - c. Please revise the calculations for Subcatchment 17 to indicate the brush area is good condition consistent with NHDES or provide supporting information in the report to justify a condition of fair. The Town typically does not allow a poor condition to be used. Please update calculations accordingly.
  - d. The 50-year post development analysis for sediment basin #4 and sand filter #4 indicate the minimum of 12" of freeboard above the 50-year pond elevation to the top of the basin embankment is not provided as required by section 3.07.b.10 of the Site Plan Regulations. Please revise the design and analysis as necessary in compliance with the regulations.
  - e. The outlet structure elevation in post development analysis for sediment basin #4 does not properly represent the slotted weir height of 32.4" since it would extend above the top grate elevation by approximately 6". In addition the top grate is not properly sized in accordance with the typical detail in the plan set. Please review and revise the analysis as necessary to properly represent the design consistent with the detail in the plan set. Please update to properly include the flood elevation (top of embankment). Please review and revise the sand filter analysis accordingly.
  - f. The post development drainage area plans indicate the area of subcatchment 17 is significantly larger than the calculations provided. Please review and revise the plan accordingly. In addition we recommend the Applicant provide a full size set of plans in the report consistent with the previous report.
  - g. It is unclear that the entirety of post subcatchment 17.2 would flow to CB10 as indicated in the analysis since it is located upstream of and is not part of subcatchment 2e. It appears a reach is missing from the analysis. Please clarify that both swales in subcatchment 17.2 would drain to subcatchment 2e and that not a portion would flow toward subcatchment 2b. In addition, please review and verify that the limits of the subcatchment area have encompassed all that would contribute to the subcatchment as represented by the topography.
  - h. The grading design for the storage area under this application includes several proposed swales, but analysis of the swales and the necessary swale information per

section 3.07.b.5 of the regulations was not provided in the tables on page 14 of the report. Please update the report and analysis accordingly.

- i. The design indicates a riprap apron is proposed at the pipe outlet from sand filter bed#4, but the calculations for the riprap apron are missing. In addition, we note the information is not provided in the riprap table in the report. Please update the report accordingly.
  - j. It appears the post development information from the previous report was used as the pre-development basis for this analysis, but it is unclear if this is so since the calculation heading is the same in both. As such, we recommend the calculations heading be revised to properly clarify and indicate the pre-development basis and the post development information of this submission and report.
  - k. The "pre-development" information is not consistent with the post development information of the previous approval. Under the 25-year analysis, we note there is an increase in runoff to and from detention pond 1, and increase to sediment basin 1 and 2 along with increase flow to the sand filter beds 1 and 2. It appears the calculations are not consistent with the previous design. Please revise the analysis to be consistent with the previous approved design.
  - l. We recommend an enlarged post development drainage analysis diagram be provided in the report for clarity and consistent with the previous report.
12. We recommend the Applicant verify the DRC comments for the project are adequately addressed as applicable:
- a. Please verify the comments of the Conservation Committee have been adequately addressed with the Conservation Committee.
  - b. Please verify the comments of the Planning & Economic Development Department have been adequately addressed with the Planning & Economic Development Department.

#### **Board Action Items:**

1. The Applicant is requesting three (3) waivers to the Site Plan Regulations as noted in his memorandums dated October 21, 2015. The Board will need to consider each waiver request under this application.

#### **Board Informational Items:**

1. The Applicant notes that three (3) previously granted conditional use permits would apply to this portion of the project as noted in the memorandum dated September 17, 2015.