

1 **LONDONDERRY, NH PLANNING BOARD**  
2 **MINUTES OF THE MEETING OF AUGUST 13, 2014 AT THE MOOSE HILL**  
3 **COUNCIL CHAMBERS**  
4

5 Members Present: Art Rugg; Mary Soares; Lynn Wiles; Laura El-Azem; Rick  
6 Brideau, CNHA, Ex-Officio; John Laferriere, Ex-Officio; and Al Sypek, alternate  
7 member  
8

9 Also Present: Cynthia May, ASLA, Town Planner and Planning and Economic  
10 Development Department Manager; John R. Trottier, P.E., Assistant Director of  
11 Public Works and Engineering; and Jaye Trottier, Associate Planner  
12

13 A. Rugg called the meeting to order at 7:00 PM. He appointed A. Sypek to vote  
14 for Chris Davies.  
15

16 **Administrative Board Work**  
17

18 A. Discussions with Town Staff  
19

- 20 • Stonehenge Road Cell Tower (Map 13 Lot 53A)  
21

22 C. May stated that the Senior Building Inspector recently consulted with  
23 her about a proposed addition of an equipment shed and an associated  
24 expansion of the fenced in area at the existing Verizon cell tower at 94  
25 Stonehenge Road (see Attachment #1). She said such requests are  
26 handled administratively by Staff and the information is being presented  
27 to the Board for informational purposes. A. Rugg asked for questions or  
28 input from the Board. There were none.  
29

- 30 • Old Home Day Week  
31

32 M. Soares reminded the public that the annual Old Home Day celebration  
33 has commenced and gave a brief synopsis of scheduled events.  
34

- 35 • Annual SNHPC Meeting  
36

37 A. Rugg announced that the annual meeting of the Southern New  
38 Hampshire Planning Commission will take place September 12, 2014.  
39

40 **Public Hearings/Workshops/Conceptual Discussions**  
41

42 A. Ballinger Properties, LLC and Five-N-Associates General Partnership (Owners  
43 And Applicants), Map 28 Lots 17-3 and 17-4 – Application Acceptance and  
44 Public Hearing for formal review of a subdivision plan to adjust the lot line  
45 between Lots 17-3 and 17-4, 28 and 30 Industrial Drive, Zoned GB.  
46

47 J. R. Trottier stated there were four checklist items that have associated waiver  
48 requests. Assuming the Board grants the waivers, he said Staff recommends  
49 the application be accepted as complete.

- 1  
2 1. Section 4.12.c.18 which requires that setbacks be shown on the plan.  
3 Setbacks are called out in the plan notes on Sheet 1. Staff recommends  
4 **granting** the waiver because the setbacks will be shown on the  
5 associated Milton CAT site plan.
- 6  
7 2. Section 4.12.C.19.vi which requires that gravel drives be shown on the  
8 plan. This is an active gravel pit and the location of gravel drives is not  
9 fixed. Staff recommends **granting** the waiver because the driveways are  
not fixed.
- 10  
11 3. Section 3.09.F.2 which requires that proper driveway sight distance is  
12 provided to the lots. Lot 28-17-4 is currently unbuildable, and Lot 28-17-  
13 3 shares access over an existing access easement for Lot 28-18-4,  
14 where adequate sight distance was previously established. Staff  
15 recommends **granting** the waiver because there is an established curb  
16 cut serving this lot and the adjacent parcel, for which driveway sight  
17 distance is confirmed on the associated Milton CAT site plan.
- 18  
19 4. Section 4.12.C.22 which requires that existing overhead utilities be  
20 shown on the boundary plan. The overhead utilities are typically  
21 associated with specific site development, and the locations altered,  
22 which is why they are not appropriate for placement on boundary plans.  
23 Staff recommends **granting** the waiver because the Milton CAT site plan  
24 will accommodate the location of overhead utilities. Staff finds that all  
four waiver requests meet the spirit and intent of the regulations.

25  
26 **M. Soares made a motion to approve the applicant's request for the**  
27 **four (4) waivers listed, as outlined in Staff's Recommendation Memo**  
28 **dated August 13, 2014. L. Wiles seconded the motion. No discussion.**  
29 **Vote on the motion: 7-0-0.**

30  
31 **M. Soares made a motion to accept the application as complete per**  
32 **Staff's Recommendation memo dated August 13, 2014. L. Wiles**  
33 **seconded the motion. No discussion. Vote on the motion: 7-0-0.**  
34

35 A. Rugg noted that this acceptance initiates the 65 day time frame for the  
36 Board to render a decision under RSA 676: 4.

37  
38 Engineer John O'Neil of Mooar Hill Road in Hollis, NH explained that the  
39 proposed lot line adjustment would relocate the property line between Lots  
40 17-3 and 17-4 on Map 28, which were previously subdivided circa 1996. Doing  
41 so will accommodate the warehouse facility proposed by Milton CAT (see next  
42 agenda item).

43  
44 A. Rugg asked for Staff input.

45  
46 J. R. Trottier read the waiver request into the record from the Staff  
47 Recommendation memo:

- 48  
49 1. Section 3.02 which requires that boundary monuments be set at

1 specified points and regular intervals. The waiver is in reference to Lot  
 2 28-17-4, which is unbuildable. Monuments will be set as part of any  
 3 future subdivision creating frontage on a Class V or better road for this  
 4 lot. Staff recommends **granting** the waiver for the reasons stated by the  
 5 Applicant.  
 6

7 J. R. Trottier summarized the engineering review letter (see Attachment #2).  
 8

9 C. May noted a precedent condition will be added to the Notice of Decision,  
 10 should the Board grant approval of the subdivision, which requests that the  
 11 applicant provide an additional 20 feet along the southern boundary of an  
 12 existing drainage easement on the site to ensure its future maintenance.  
 13

14 A. Rugg asked for comments and questions from the Board.  
 15

16 There were none.  
 17

18 A. Rugg asked for public input.  
 19

20 There was none.  
 21

22 **M. Soares made a motion to approve the applicant’s request for the**  
 23 **waiver as outlined in Staff’s Recommendation Memo dated August 13,**  
 24 **2014. L. Wiles seconded the motion. No discussion. Vote on the**  
 25 **motion: 7-0-0.**  
 26

27 **M. Soares made a motion to grant final approval to the subdivision**  
 28 **plan for Milton CAT (Applicant), Map 28 Lots 17-3 and 17-4, a lot line**  
 29 **adjustment between Lots 17-3 and 17-4, in accordance with the plans**  
 30 **prepared by John O’Neil LLC, dated June 26, 2014, with the precedent**  
 31 **conditions to be fulfilled within two (2) years of the approval and prior**  
 32 **to plan signature, including the additional condition as outlined by**  
 33 **Staff regarding the drainage easement, and the general and**  
 34 **subsequent conditions of approval to be fulfilled as noted in the Staff**  
 35 **memo, dated August 13, 2014. L. Wiles seconded the motion. No**  
 36 **discussion. Vote on the motion: 7-0-0.**  
 37

38 B. Ballinger Properties, LLC and Five-N-Associates General Partnership (Owners,  
 39 28 and 30 Industrial Drive, Map 28 Lots 17-3 and 17-4, Zoned GB); Tana  
 40 Properties Limited Partnership (Owner, 20 Rear Industrial Drive, Map 28 Lot  
 41 20-5, Zoned GB); and Milton CAT, Inc. (Applicant) – Application Acceptance  
 42 and Public Hearing for formal review of a site plan to construct a 2-story  
 43 warehouse facility with service and office space and associated improvements  
 44 at 28 and 30 Industrial Drive and 20 Rear Industrial Drive.  
 45

46 J. R. Trottier stated there was one checklist item that has associated waiver  
 47 request for acceptance purposes only. Assuming the Board grants the waiver  
 48 as such, he said Staff recommends the application be accepted as complete.  
 49

- 50 1. Section 2.05.a.9 and 4.18.i of the Site Plan Regulations and Item II.5 of  
 51 the Checklist requiring easement deeds, protective covenants or other  
 52 legal documents to indicate that the owner of abutting Lot 34 (Public

1 Service of New Hampshire) has agreed to proposed driveways and  
2 grading located across their lot to enable the applicant to access Lot  
3 20-5. Staff recommends **granting** the waiver **for acceptance**  
4 **purposes only.**  
5

6 **M. Soares made a motion to approve the applicant's request for the**  
7 **waiver listed for acceptance purposes only, as outlined in Staff's**  
8 **Recommendation memo dated August 13, 2014. L. Wiles seconded the**  
9 **motion. No discussion. Vote on the motion: 7-0-0.**

10  
11 **M. Soares made a motion to accept the application as complete.**  
12 **L. Wiles seconded the motion. No discussion. Vote on the motion:**  
13 **7-0-0.**  
14

15 A. Rugg noted that this acceptance initiates the 65 day time frame for the  
16 Board to render a decision under RSA 676:4.  
17

18 Gary Collette of AMEC and Brad Farrin, Corporate Facilities Manager of Milton  
19 CAT, introduced the project design team and provided a brief description of the  
20 proposed site plan (see Attachment #3). The applicant was recently granted a  
21 variance by the Zoning Board of Adjustment to allow development of Lot 20-5  
22 without the required road frontage. Of the total 33.5 acres included in the  
23 three lots, 23 acres will be developed. The main building will be two stories  
24 with a footprint of 84,109 square feet. A utility building to its south will  
25 provide the servicing of vehicles.  
26

27 Access to the site will come from an existing driveway off of Industrial Drive  
28 that is shared with Kluber Lubrication to the south on Lot 18-4. B. Farrin  
29 stated he has met with representatives of Kluber to discuss any concerns they  
30 might have with the proposed visual screening between their lot and Milton  
31 CAT's abutting equipment display area at the front of their site. He reported  
32 that they were accepting of the proposed landscape design and added that  
33 Milton CAT will continue their contact with Kluber through the construction  
34 phase of the project. G. Collette reviewed the various vehicle storage areas on  
35 the site (p.4 of Attachment #3), noting those to be used for vehicle storage  
36 that will be out of direct site of the public and those to be used specifically for  
37 the display of new equipment. The former will be paved with recycled asphalt  
38 and the latter will feature crushed stone. The display area at the front of Lot  
39 17-3 will be screened with intermittent vegetation in front of a 6-foot chain link  
40 security fence.  
41

42 The storage area behind the main building will house a Yard Manager who will  
43 take the precaution of making sure any vehicles leaking fluids are moved to the  
44 utility building. This was added to the plan to address concerns of the  
45 Conservation Commission about vehicle fluids seeping through the recycled  
46 asphalt. G. Collette noted that Best Management Practices used by Milton CAT  
47 for petroleum storage were included in the applicant's submission package.  
48 The Conservation Commission also requested that no snow storage be located  
49 on lot 20-5 due to the potential for road salt to enter the adjacent wetlands  
50 and Little Cohas Brook. G. Collette explained that snow storage will be

1 restricted to two locations on the main lot.

2  
3 A wildlife biologist hired by the applicant confirmed that there are no  
4 endangered species on the site, nor does any potential wildlife habitat exist  
5 since the site is a former gravel pit. Some wildlife habitat was found within the  
6 utility corridor owned by Public Service of New Hampshire that separates Lot  
7 20-5 from Lots 17-3 and 17-4. B. Farrin stated that the State Fish & Game  
8 Division of the Department of Environmental Services has requested \$20,000  
9 from the applicant in order to perform wildlife habitat mitigation work.  
10 Because approval of the applicant's Alteration of Terrain (AoT) rests in part  
11 with the Fish & Game Division, the applicant has been informed by that  
12 Division that the permit will not be approved until the mitigation funds are in  
13 place. B. Farrin explained that although Milton CAT disagrees with this  
14 requirement because there is no potential habitat on their site, they are opting  
15 to fulfill the requirement in the interest of obtaining the requisite AoT permit  
16 without delaying their development schedule. He did, however, address the  
17 issue with the Town Manager.

18  
19 Gary Collette reviewed the parking areas and vehicle circulation around the site  
20 and presented views of the building elevations (p. 5). B. Farrin noted the  
21 similarity of this proposed facility to Milton CAT's Clifton Park, NY facility (p. 9).  
22 A. Rugg added that the Heritage Commission had recommended approval of  
23 the facility as it was presented to them with a request to add purple lilacs to  
24 the plant listing in the landscape plan.

25  
26 Conclusions of the applicant's fiscal impact analysis (see Attachment #4)  
27 indicate that an estimated \$189,121 a year in gross tax revenues will be  
28 generated by the development. With an anticipated cost impact on Town  
29 services and infrastructure of \$74,690 per year, the net positive fiscal impact  
30 for the town comes to \$114,431. G. Collette noted that the cost to the Town  
31 could be as low as approximately \$40,000 since no public roads or public trash  
32 collection are associated with the development and because of input received  
33 from the Fire and Police Departments.

34  
35 A. Rugg asked for Staff input.

36  
37 C. May read the two waiver requests to the Gateway Business Ordinance into  
38 the record from the Staff Recommendation memo:

- 39  
40 1. The applicant has requested a waiver to Section 2.7.2.5 of the  
41 Londonderry Zoning Ordinance requiring the incorporation of  
42 Transportation Demand Management techniques in the operation of the  
43 proposed facility and that the proposed development should meet the  
44 "Certified" level of LEED (Leadership in Energy and Environmental  
45 Design). The ordinance allows the Planning Board to waive both  
46 requirements of this section where it is shown that the standards impose  
47 an unreasonable burden on development of the property within the GB  
48 district. Staff supports **granting** the waiver to the Transportation  
49 Demand Management techniques because Milton CAT will implement the  
50 requirements informally. The nature of their operations is such that

1 employees arrive and depart at various times, minimizing peak hour and  
2 overall trips to their facilities. Staff supports **granting** the waiver to the  
3 LEED certification because they will employ responsible site design  
4 principles and energy efficient techniques where practical for this type of  
5 facility.

- 6  
7 2. The applicant has requested a waiver to Section 2.7.2.6.2 of the  
8 Londonderry Zoning Ordinance requiring that all outdoor storage be  
9 visually screened from streets, arterials, and adjacent properties, and  
10 that no storage will be permitted between a frontage street and the front  
11 of the building. Staff supports **granting** the waiver because outdoor  
12 storage of used and equipment to be serviced will be located to the rear  
13 of the facility, and adequately screened. Equipment display areas located  
14 at the front of the site will be intermittently screened to soften the  
15 views, while still permitting their new equipment to be visible from the  
16 street. They also met with the adjacent business owner for their input.

17  
18 A. Rugg entertained Board input.

19  
20 A. Sypek asked about requirements for handling contaminated water in the  
21 wash bays of the utility building. G. Collette explained that the wash bay is  
22 preceded by a prewash bay, from which water is drained through a filter  
23 system and either reused or discharged through an oil and water separator  
24 before entering the sewer system. A. Sypek then verified with G. Collette that  
25 the applicant has a maintenance plan in place for the oil and water separator.

26  
27 A. Rugg asked for public input.

28  
29 Aside from John O'Neil, the engineer associated with the subdivision, speaking  
30 in favor of the project, there was no other public input.

31  
32 **M. Soares made a motion to approve the Applicant's request for two**  
33 **(2) waivers to the Ordinance as outlined in Staff's Recommendation**  
34 **Memo dated August 13, 2014. L. Wiles seconded the motion. No**  
35 **discussion. Vote on the motion: 7-0-0.**

36  
37 J. R. Trottier read the eight waiver requests to the Site Plan Regulations into  
38 the record from the Staff Recommendation memo:

- 39  
40 1. Section 3.07.g.1 requiring a minimum pipe diameter in any storm drain  
41 system to be 15". Staff recommends **granting** the waiver because it  
42 enables the Applicant to minimize fill quantities for the project site and  
43 to maintain NHDES water quality standards.  
44  
45 2. Section 3.07.g.3 requiring a minimum depth of cover for storm drain  
46 lines of 36" from the top of pipe to finished grade, where a pipe cover of  
47 21" at the most up-gradient stormwater collection basins is proposed.  
48 Staff recommends **granting** the waiver because it enables the Applicant  
49 to minimize fill quantities for the project site and to maintain NHDES  
50 water quality standards.  
51

- 1           3. Section 3.09.e.2 requiring screening of outside storage. Section  
2           3.09.e.4 permits the Planning Board, at its discretion, to make  
3           adjustments to the location and density of screening depending on the  
4           circumstances of the proposed site plan. Staff recommends **granting**  
5           the waiver because the area is intended to be limited to the display of  
6           new Milton CAT equipment.  
7
- 8           4. Section 3.11.g.1.i requiring a minimum of 10% of the overall interior  
9           area of a parking lot located in front of the principal building to be  
10          dedicated to landscaped areas. Staff recommends **granting** the waiver  
11          because the parking lot is set back 400 feet from the public ROW, and  
12          behind the display area, and landscaping is provided around the  
13          perimeter of the lot.  
14
- 15          5. Section 3.11.g.6.i requiring landscaping with a 50% vertical opacity, 3.5  
16          foot high along parking lots facing a street. Staff recommends **granting**  
17          the waiver because the parking lot is set back a distance from the public  
18          ROW, and behind the display area. There is also a 6 foot high berm  
19          directly east and adjacent to the parking lot.  
20
- 21          6. Section 4.01.c requiring a maximum plan scale of 1" = 40'. Staff  
22          recommends **granting** the waiver because the required information is  
23          adequately provided at 1" = 80' scale for the existing conditions, overall  
24          site plan and the erosion control and construction sequencing plans.  
25
- 26          7. Section 3.11.g.5 requiring a perimeter shade tree ratio of 1 tree per 20  
27          feet of the lot's perimeter. Staff recommends **granting** the waiver  
28          because the parking lot is set back 400 feet from the public ROW, and  
29          behind the display area. There is also a 6 foot high berm directly east  
30          and adjacent to the parking lot, and the Applicant has provided 40 of the  
31          47 trees required.  
32
- 33          8. Sections 3.13.c.3 and 3.13.c.12 of the Site Plan Regulations to allow  
34          light in excess of 0.2 foot-candles at the property line. The foot-candle  
35          limit will be exceeded at the shared driveway entrance to the site. Staff  
36          recommends **granting** the waiver because a lighted driveway  
37          intersection is safer, and the spillover does not impact any residential  
38          abutters. The waiver is limited to the driveway entrance only.  
39

40          J. R. Trottier summarized the engineering review letter (see Attachment #5).  
41          The second Board Informational Item, he noted, was included to make the  
42          Board aware that approval of the plan as presented would include approval of a  
43          driveway width of 32 feet, which exceeds the maximum width of 24 feet  
44          allowed under Town regulations. The Board is permitted, however, to  
45          specifically approve an exception to that limit of up to 36 feet. He said Staff  
46          supports the exception of a 32 foot driveway width.  
47

48          C. May noted a precedent condition to be included in the Notice of Decision,  
49          should the Board grant approval of the site plan, which will state "The  
50          Applicant shall work with the Town to finalize a development agreement. All

1 conditions of approval shall be incorporated into the Development Agreement,  
2 to be approved by the Town Attorney.”

3  
4 C. May read the four Conditional Use Permit requests into the record from the  
5 Staff Recommendation memo:

- 6  
7 1. The Applicant has requested a Conditional Use Permit to allow Sales of  
8 Heavy Equipment as an Accessory Use. The application meets the  
9 criteria as outlined in Section 2.7.3 and Section 2.2 Use Table of the  
10 Ordinance. Staff agrees that the applicant has demonstrated that they  
11 meet the spirit and intent of the CUP criteria and recommends **granting**  
12 the Conditional Use Permit to permit the sales of heavy equipment as an  
13 accessory use.  
14
- 15 2. The Applicant has requested a Conditional Use Permit to allow site  
16 lighting  
17 fixtures to exceed the maximum mounting height of 25-feet required  
18 under Section 3.10.13.5.3. The application meets the criteria as  
19 outlined in Section 2.7.3.5.1 of the Ordinance. Staff agrees that the  
20 applicant has demonstrated that they meet the spirit and intent of the  
21 CUP criteria and recommends **granting** the Conditional Use Permit. The  
22 30-foot mounting height allows fewer poles and better dispersion of light  
23 from the fixtures. The light pole heights will be lower than the height of  
24 the building.  
25
- 26 3. The Applicant has requested a Conditional Use Permit to allow an  
27 increase in the percentage of permitted outside storage area. The  
28 storage of equipment to be serviced will be toward the back of the site  
29 and behind structures. New equipment only will be located in the  
30 designated areas in the front of the lot. Staff agrees that the applicant  
31 has demonstrated that they meet the spirit and intent of the CUP criteria  
32 and recommends **granting** the Conditional Use Permit.  
33
- 34 4. The Applicant has requested a Conditional Use Permit to allow a total of  
35 197 parking spaces where 412 spaces are required under the Ordinance.  
36 Milton CAT has other sites that have been in operation for years, so they  
37 are able to document the actual parking area needed for their use. The  
38 proposed equipment storage areas would provide enough space for  
39 additional parking, should the need arise. The application meets the  
40 criteria as outlined in Section 2.7.3.5.1 of the Ordinance. Staff agrees  
41 that the applicant has demonstrated that they meet the spirit and intent  
42 of the CUP criteria and recommends **granting** the Conditional Use  
43 Permit.  
44

45 A. Rugg asked for additional comments and questions from the Board.

46  
47 M. Soares requested that a covered walkway be provided for the benefit of the  
48 employees from their parking area to the building entrance. B. Farrin  
49 appreciated the concept but stated it would not be practical under the design  
50 presented.



1  
2 A. Rugg asked for public input. There was none.  
3

4 **M. Soares made a motion to approve the Applicant's request for eight**  
5 **(8) waivers to the Site Plan Regulations as outlined in Staff's**  
6 **Recommendation Memo dated August 13, 2014. L. Wiles seconded the**  
7 **motion. No discussion. Vote on the motion: 7-0-0.**  
8

9 **M. Soares made a motion to approve the Applicant's request for**  
10 **Conditional Use Permits numbered 1 through 4 as outlined in Staff's**  
11 **Recommendation Memorandum Dated August 13, 2014. L. Wiles**  
12 **seconded the motion. No discussion. Vote on the motion: 7-0-0.**  
13

14 **M. Soares made a motion to grant final approval to the site plan for**  
15 **Milton CAT (Applicant), Map 28 Lots 17-3, 17-4 & 20-5, to construct a**  
16 **2-story warehouse facility with service and office space and associated**  
17 **improvements at 28 and 30 Industrial Drive and 20 Rear Industrial**  
18 **Drive, Zoned GB, in accordance with the plans prepared by AMEC**  
19 **Environment & Infrastructure, dated June 11, 2014, and last revised**  
20 **July 24, 2014, with the precedent conditions to be fulfilled within 120**  
21 **days of the approval and prior to plan signature, and the general and**  
22 **subsequent conditions of approval to be fulfilled as noted in the Staff**  
23 **Recommendation Memo, dated August 13, 2014. L. Wiles seconded the**  
24 **motion. No discussion. Vote on the motion: 7-0-0.**  
25

26 C. Planning Board Signature Policy Amendments – Public Hearing for Proposed  
27 Amendments to Section 2.06 of the Subdivision Regulations, Sections 2.05  
28 and 7.06 of the Site Plan Regulations and Section 7 of the Planning Board  
29 Rules of Procedure to increase the expediency of site and subdivision plan  
30 signature procedures.  
31

32 C. May stated that the proposed amendments to the subdivision and site plan  
33 regulations as well as the Board's Rules of Procedure have been reviewed and  
34 amended by the Board previously and have met with the approval of the Town  
35 Attorney. She read through the recommended changes (see Attachment #6),  
36 noting the revised Planning Board signature blocks that will allow any regular  
37 member to sign a plan, whereas the current block specifies the Chair and  
38 Secretary. The amendments will aid developers in starting their approved  
39 projects because they will not have to wait for plan to be signed at a Planning  
40 Board meeting.  
41

42 A. Rugg asked for Board input.  
43

44 M. Soares verified with Staff that the Board will not need to arrange a special  
45 meeting in order to have a plan signed outside of a regular meeting date. She  
46 also confirmed that the regular members who do sign the plan do not need to  
47 write in their position on the Board. She asked how Board members will be  
48 kept informed of those plans have been signed outside of a meeting. C. May  
49 replied that Staff can report at each meeting about any plans having been  
50 signed. She added that since the Board's annual elections of officers has  
51 already taken place in 2014, the Board could vote now to make all regular

1 members designees of the Chair and Secretary.

2  
3 A. Rugg asked for input from the public.

4  
5 Ann Chiampa, 28 Wedgewood Drive, asked if Board members would be  
6 required to print their name or Board position in the signature block. A. Rugg  
7 replied that it would not be required, adding that research of the State RSAs  
8 did not reveal any such requirement.

9  
10 There was no further public input.

11  
12 A. Rugg entertained a motion to approve the amendments.

13  
14 **M. Soares made a motion to approve the changes as outlined in the**  
15 **information provided by Staff on August 13, 2014. L. Wiles seconded.**  
16 **No discussion. The motion was approved, 7-0-0.**

17  
18 A. Rugg stated that as Chair, he designated himself, M. Soares, L. Wiles, L.  
19 El-Azem, Chris Davies, Scott Benson, Jim Butler, J. Laferriere, and R. Brideau  
20 as designees.

21  
22 **L. Wiles made a motion to approve of the Chairman's recommended**  
23 **designee list. M. Soares seconded the motion. No discussion. Vote on**  
24 **the motion, 7-0-0.**

25  
26 **Other Business**

27  
28 There was no other business.

29  
30 **Adjournment:**

31  
32 **M. Soares made a motion to adjourn the meeting. R. Brideau seconded the**  
33 **motion. Vote on the motion: 7-0-0.**

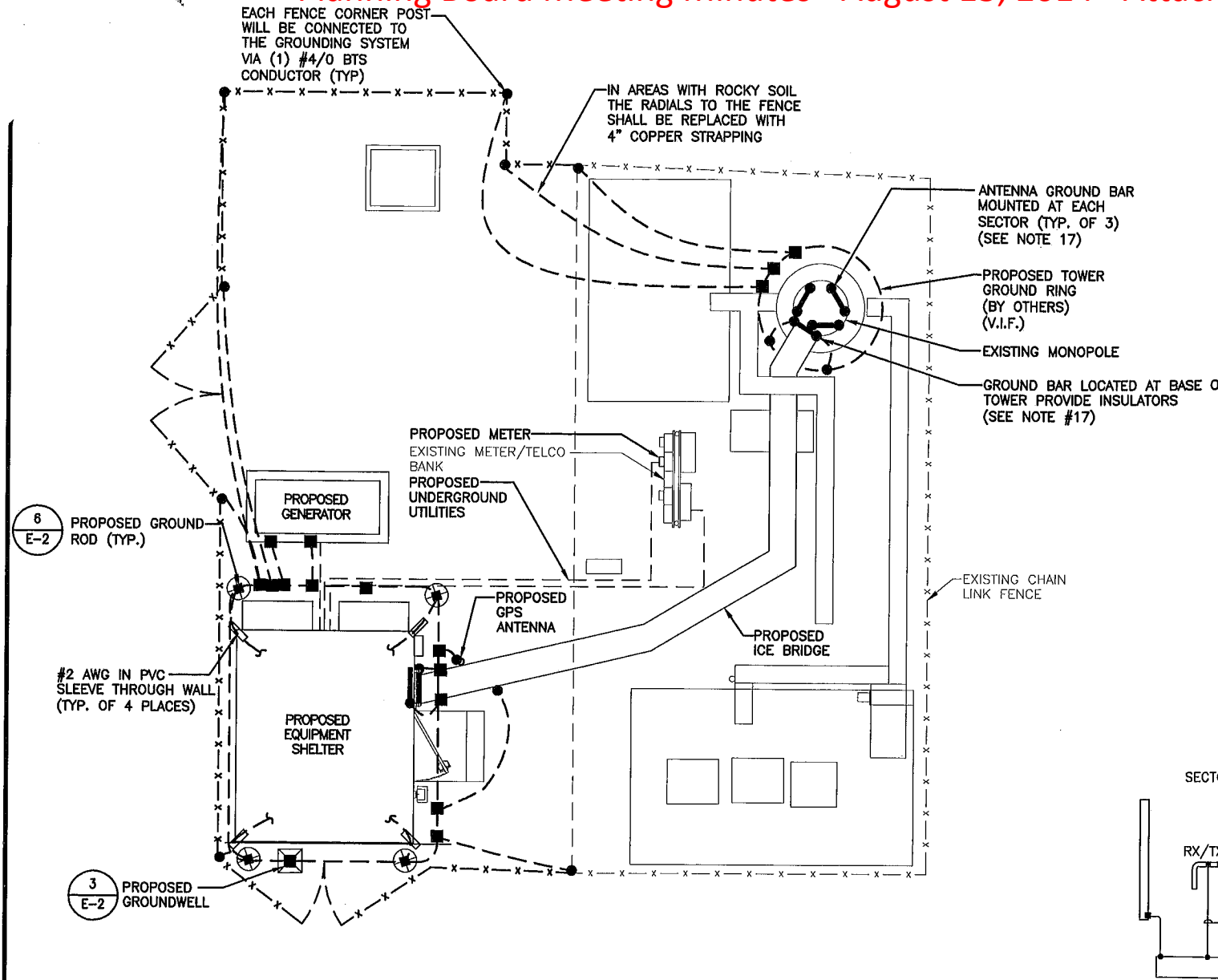
34  
35 The meeting adjourned at 8:10 PM.

36  
37 These minutes prepared by Associate Planner Jaye Trottier

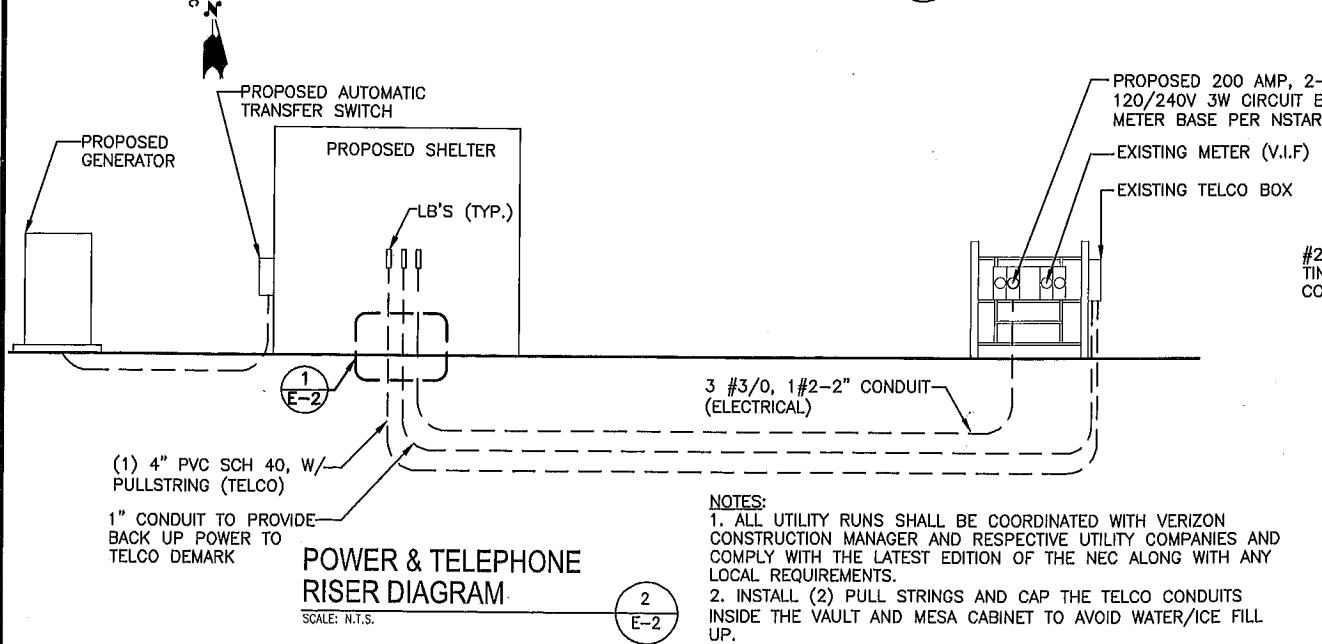
38  
39 Respectfully Submitted,

40  
41  
42  
43  
44 Lynn Wiles, Secretary

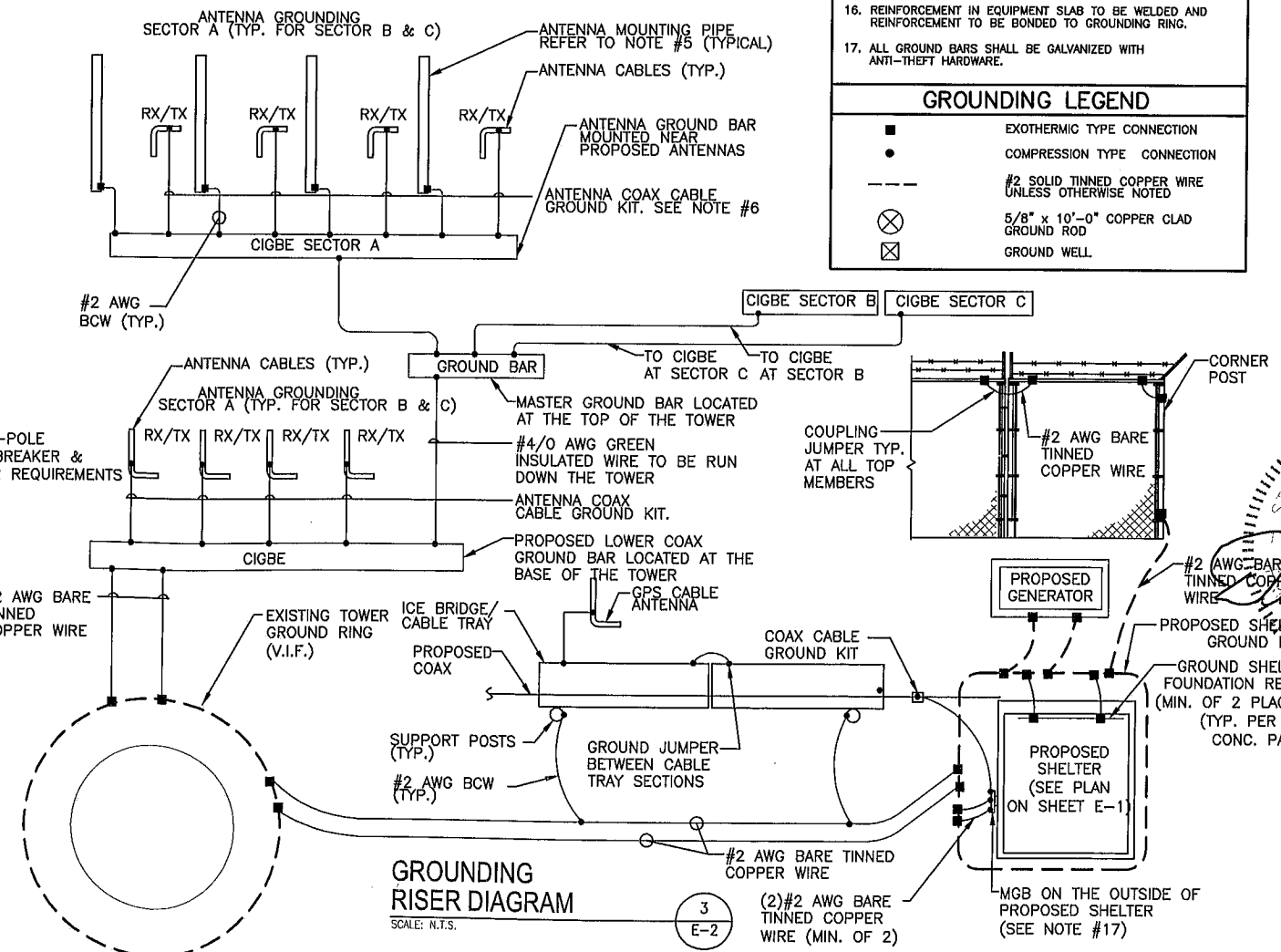
Planning Board Meeting Minutes - August 13, 2014 - Attachment #1



**SITE POWER, TELCO & GROUNDING PLAN**  
SCALE: N.T.S. (1) E-2



**POWER & TELEPHONE RISER DIAGRAM**  
SCALE: N.T.S. (2) E-2



**GROUNDING RISER DIAGRAM**  
SCALE: N.T.S. (3) E-2

- ELECTRICAL NOTES**
- UTILITY SERVICES SHOWN ARE PROPOSED, THE ELECTRIC CONTRACTOR SHALL COORDINATE EXACT TELEPHONE AND ELECTRIC SERVICE CONNECTION POINTS, PULL BOXES, ROUTING AND ASSOCIATED REQUIREMENTS WITH LOCAL UTILITY COMPANIES.
  - VISIT SITE AND EXAMINE CONDITIONS UNDER WHICH WORK MUST BE PERFORMED. REPORT ADVERSE CONDITIONS IN WRITING TO LICENSEE. COMMENCEMENT OF WORK SHALL BE CONSTRUED AS COMPLETE ACCEPTANCE OF EXISTING CONDITIONS INCLUDING PREPARATORY WORK DONE BY OTHERS.
  - ALL EXISTING UNDERGROUND LINES ON SITE SHALL BE LOCATED PRIOR TO CONSTRUCTION.
  - GIVE NOTICES, FILE PLANS, OBTAIN PERMITS AND LICENSES, PAY FEES AND BACK CHARGES, AND OBTAIN NECESSARY APPROVALS FROM AUTHORITIES THAT HAVE JURISDICTION.
  - PERFORM WORK AS REQUIRED BY BOCA AND PER LOCAL LAWS.
  - THE ELECTRICAL CONTRACTOR SHALL COORDINATE ALL CONDUIT ROUTING WITH LOCAL UTILITY COMPANIES AND FIELD CONSTRUCTION MANAGER.
  - ALL EXTERIOR WALL PENETRATIONS SHALL BE SILICONE SEALED.
  - MATERIAL AND EQUIPMENT SHALL BE UL, NEMA, ANSI, IEEE, ADA & CBM APPROVED FOR INTENDED SERVICE. INSTALLATION SHALL MEET REQUIREMENTS OF NATIONAL AND STATE ELECTRICAL CODE.
  - ALL ELECTRICAL EQUIPMENT SHALL HAVE AN INTERRUPTING RATING NOT LESS THEN THE MAXIMUM SHORT CIRCUIT CURRENT TO WHICH THEY MAY BE SUBJECTED, AND A MINIMUM OF 10,000 A.I.C..
  - ALL NEW WIRING SHALL BE TYPE THWN RATED 75°C., 600 VOLT, WET OR DRY LOCATIONS. MINIMUM BRANCH CIRCUIT WIRING SHALL BE #12 AWG SOLID COPPER.
  - ALL METALLIC CONDUITS SHALL BE PROVIDED WITH BONDING BUSHINGS.
  - ALL BROCHURES, OPERATING MANUALS, CATALOGS, SHOP DRAWINGS, ETC. SHALL BE TURNED OVER TO THE LICENSEE PROJECT MANAGER AT JOB COMPLETION.
  - PROVIDE THE OWNER WITH ONE SET OF COMPLETE ELECTRICAL "AS BUILT" DRAWINGS AT THE COMPLETION OF THE JOB.
  - GUARANTEE WORK IN WRITING FOR ONE YEAR FROM DATE OF FINAL ACCEPTANCE. REPAIR OR REPLACE DEFECTIVE MATERIALS OR INSTALLATION AT NO COST TO OWNER. CORRECT DAMAGE CAUSED IN MAKING NECESSARY REPAIRS AND REPLACEMENTS UNDER GUARANTEE AT NO COST TO OWNER.
  - CONTRACTOR SHALL CONTACT "DIG SAFE" (1-888-DIG-SAFE) PRIOR TO COMMENCEMENT OF WORK.

- GROUNDING NOTES**
- ALL GROUND WIRE SHALL BE BARE COPPER #2 AWG UNLESS OTHERWISE NOTED.
  - ALL GROUND WIRES SHALL PROVIDE A STRAIGHT, DOWNWARD PATH TO GROUND WITH GRADUAL BENDS AS REQUIRED. GROUND WIRES SHALL NOT BE LOOPED OR SHARPLY BENT.
  - ELECTRICAL CONTRACTOR SHALL COORDINATE INSTALLATION OF GROUND RODS AND GROUND RING WITH FOUNDATION AND UNDERGROUND CONDUIT.
  - EACH EQUIPMENT CABINET SHALL BE CONNECTED TO THE MASTER ISOLATION GROUND BAR (MIGB) WITH #2 AWG INSULATED STRANDED COPPER WIRE. EQUIPMENT CABINETS SHALL EACH HAVE (2) CONNECTIONS.
  - PROVIDE DEDICATED #2 AWG COPPER GROUND WIRE FROM EACH ANTENNA MOUNTING PIPE TO ASSOCIATED CIGBE (TYPICAL FOR FOUR MOUNTING PIPES PER SECTOR).
  - ANTENNA GROUND KITS SHALL BE FURNISHED AND INSTALLED BY ELECTRICAL CONTRACTOR.
  - COORDINATE NEW LICENSEE GROUND SYSTEM WITH EXISTING SITE GROUND SYSTEM.
  - EACH SECTION OF CABLE TRAY, ICE BRIDGE AND ICE SHIELD SHALL BE CONNECTED IN A FASHION TO PROVIDE A CONTINUOUS GROUND.
  - AT ALL TERMINATIONS AT EQUIPMENT ENCLOSURES, PANELS AND FRAMES OF EQUIPMENT, AND WHERE EXPOSED FOR GROUNDING, CONDUCTOR TERMINATION SHALL BE PERFORMED UTILIZING TWO HOLE BOLTED TONGUE COMPRESSION TYPE WITH STAINLESS STEEL SELF-TAPPING SCREWS.
  - ALL CLAMPS AND SUPPORTS USED TO SUPPORT THE GROUNDING SYSTEM CONDUCTORS AND PVC CONDUITS SHALL BE PVC TYPE (NON CONDUCTIVE). DO NOT USE METAL BRACKETS OR SUPPORTS WHICH WOULD FORM A COMPLETE RING AROUND ANY GROUNDING CONDUCTOR.
  - ALL GROUNDING CONNECTIONS SHALL BE COATED WITH A COPPER SHIELD ANTI-CORROSIVE AGENT SUCH AS T&B KOPR SHIELD. VERIFY PRODUCT WITH LICENSEE PROJECT MANAGER.
  - ALL BOLTS, WASHERS, AND NUTS USED ON GROUNDING CONNECTIONS SHALL BE STAINLESS STEEL.
  - INSTALL GROUND BUSHINGS ON ALL METALLIC CONDUITS AND BOND TO THE EQUIPMENT GROUND BUS IN THE PANELBOARD.
  - GROUND ANTENNA BASES, FRAMES, CABLE RACKS AND OTHER METALLIC COMPONENTS WITH #2 GROUNDING CONDUCTORS AND CONNECT TO INSULATED SURFACE MOUNTED GROUND BARS. CONNECTION DETAILS SHALL FOLLOW MANUFACTURER'S SPECIFICATIONS FOR GROUNDING.
  - GROUND COAXIAL SHIELD AT BOTH ENDS USING MANUFACTURER'S GUIDELINES.
  - REINFORCEMENT IN EQUIPMENT SLAB TO BE WELDED AND REINFORCEMENT TO BE BONDED TO GROUNDING RING.
  - ALL GROUND BARS SHALL BE GALVANIZED WITH ANTI-THEFT HARDWARE.

**GROUNDING LEGEND**

■	EXOTHERMIC TYPE CONNECTION
●	COMPRESSION TYPE CONNECTION
---	#2 SOLID TINNED COPPER WIRE UNLESS OTHERWISE NOTED
⊗	5/8" x 10'-0" COPPER CLAD GROUND ROD
⊠	GROUND WELL

**FOR CONSTRUCTION**

PREPARED FOR: **verizon wireless**  
400 FRIBERG PARKWAY  
WESTBOROUGH, MA 01581  
(508) 350-3330 TEL

PREPARED BY: **Hudson Design Group, LLC**  
1600 CUSCUMOOD STREET  
PUNTINGTON, NORTH SUITE 5090  
PUNTINGTON, MA 01068  
TEL: (978) 957-5553  
FAX: (978) 356-5566

**ELECTRICAL/GROUNDING PLAN & NOTES**

REV	DATE	DESCRIPTION	BY	CHK	APP'D
1	07/29/14	ISSUED FOR REVIEW	SAG	JX	DPH
2	07/28/14	REVISED PER COMMENTS	SAG	JX	DPH

REGISTERED ENGINEER  
LONDON DERRY E NH  
94 STONEHENGE RD  
LONDON DERRY NH 03053  
(ATC# 373116)

**E-2**

## MEMORANDUM

To: Planning Board

Date: August 13, 2014

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

Re: Tax Map 28 Lots 17-3 & 17-4  
Lot Line Adjustment Plan  
28 Industrial Drive

Owners: Ballinger Properties &  
Five -N- Associates

---

John J. O'Neil 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. We offer the following comments:

### **Checklist Items:**

1. The Applicant has not provided driveway site distance plans in accordance with Section 3.09.F and Exhibit D3 of the regulations and item III.34 of the checklist. The Applicant has submitted a **waiver request** for this requirement.
2. The Applicant has not indicated the building setbacks on the plans per section 4.12.c.18 and item V.18 of the checklist. The Applicant has submitted a **waiver request** for this requirement.
3. The Applicant has not indicated the gravel drives on the plans per section 4.12.c.19.vi and item V.19 of the checklist. The Applicant has submitted a **waiver request** for this requirement.
4. The Applicant has not indicated the overhead utility lines on the plans per section 4.12.c.22 and item V.22 of the checklist. The Applicant has submitted a **waiver request** for this requirement.

### **Design Review Items:**

1. The Applicant has not provided proper monuments per section 3.02 and 4.12.c.4 of the regulations and item V.4 of the checklist. We note that two property lines are in excess of 1,000 feet and require monuments in accordance with Section 3.02 of the regulations. The Applicant has submitted a **waiver request** for this requirement.
2. We recommend the Applicant address/clarify the following on the lot line adjustment plans, sheets 1 and 2:
  - a. Please provide the Owner signatures on the plans as applicable per section 4.12.c.16 of the Regulations and item III.27 of the checklist.
  - b. Please indicate the abutting lot labeled PSNH on the plans and provide the name and address on sheet 2 per section 4.12.c.5 of the Regulations and item III.15 of the checklist, and update sheet 3 accordingly.

- c. Please provide a wetland scientist professional endorsement on sheet 2 in accordance with Section 4.12.c.15 of the Regulations and item III.23 of the checklist.
  - d. Please clarify/indicate the limits of the existing "Brita Access Easement" as labeled on sheet 2 and 3.
  - e. Please verify the new lot designations on the plan are acceptable with the Assessor per item V.10 of the checklist.
  - f. Please provide a revision block on sheet 2 per section 4.04 of the regulations.
  - g. Please update the tax map plan on sheet 1 to properly indicate abutting lot 28-18-4 (vs. 17-3).
3. We recommend the Applicant verify the project DRC comments have been adequately addressed with each Department.

**Board Action Item:**

1. The Applicant is requesting five (5) waivers to the Subdivision Regulations as noted in his letter dated July 18, 2014. The Board will need to consider each waiver under this application.

**Board Information Item:**

1. The Applicant has obtained a variance under case 7/16/2014-3 for the proposed lot configuration indicates new lot 28-17-4 will not have any frontage on a class V or better road.

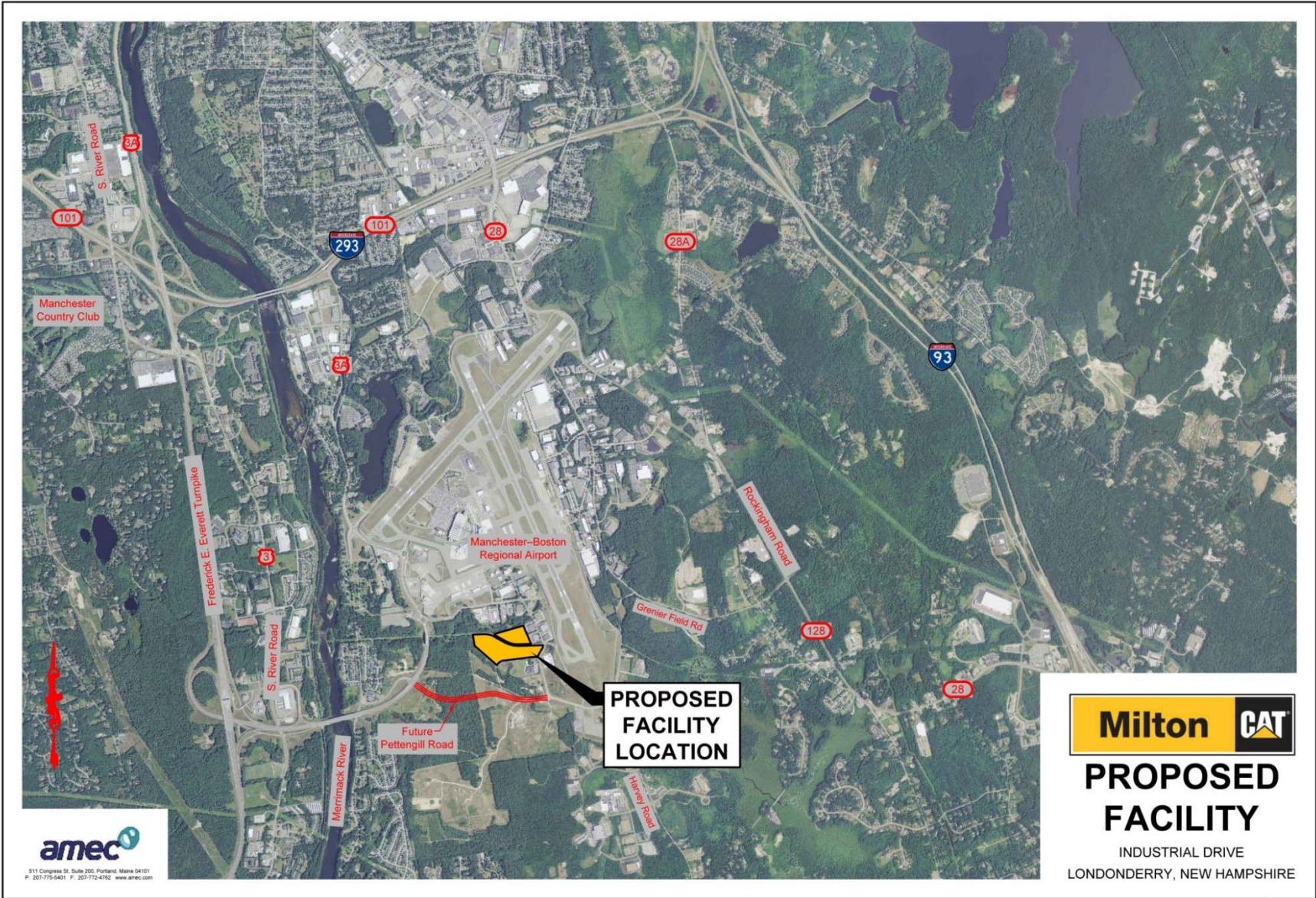
August 13, 2014

# Milton CAT

## Londonderry, NH Facility













**NOTE:**  
 1. SEE DRAWING C-811 FOR LANDSCAPING DETAILS AND NOTES.  
 2. SIGN WILL BE REMOVED FROM LOT 20-5 TO PROTECT RETAINING AND STREAM BUFFERS.

**PLANT LIST:**

SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE	CONDITION
18	RED BUD	FRAXINUS ROXBURGHII	3" CAL	BAR
19	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
20	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
21	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
22	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
23	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
24	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
25	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
26	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
27	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
28	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
29	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
30	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
31	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
32	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
33	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
34	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
35	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
36	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
37	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
38	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
39	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
40	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
41	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
42	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
43	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
44	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
45	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
46	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
47	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
48	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
49	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR
50	DOGWOOD	FRAXINUS ROXBURGHII	3" CAL	BAR

**LEGEND:**

- BOULDERS
- TREES
- SHRUBS
- ORNLAND COVER

**BENCHMARK DATA:**

BENCH	MARK	DESCRIPTION	DATE	BY
1	142.46	WOOD SIGN 105-570	11/23/24	DM
2	200.17	WOOD SIGN 288-480	11/23/24	DM
3	122.82	STONE BOUND	11/23/24	DM
4	231.35	STONE BOUND	11/23/24	DM
5	217.21	IRON PIN WITH CAP	11/23/24	DM

**amec**

511 Corporate Dr., Suite 200, Fort Mill, SC 29504  
 P: (803) 713-4142 F: (803) 713-4142 www.amec.com

**Milton CAT FACILITY**

38 PROCTOR HWY., SPENCER, NC 27581  
 100 WEST 75th STS 17-3, 17-4 & 17-5

**Milton CAT**

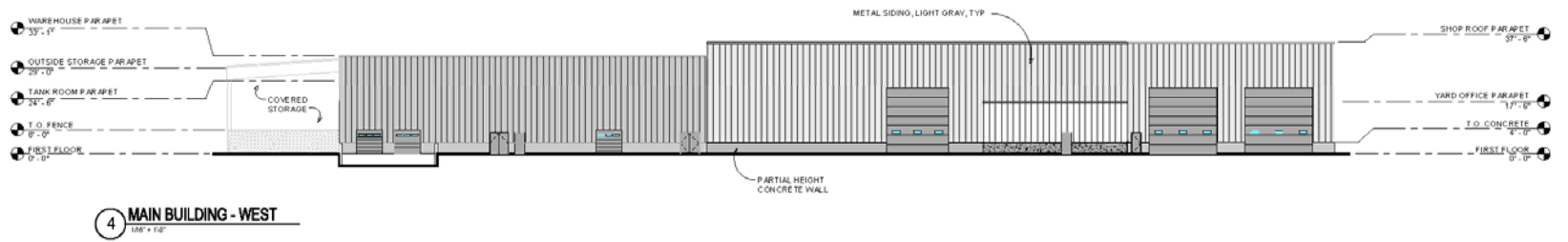
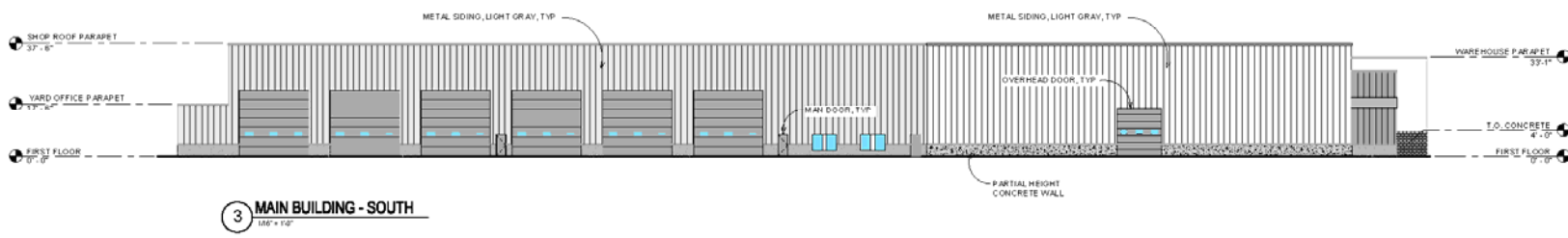
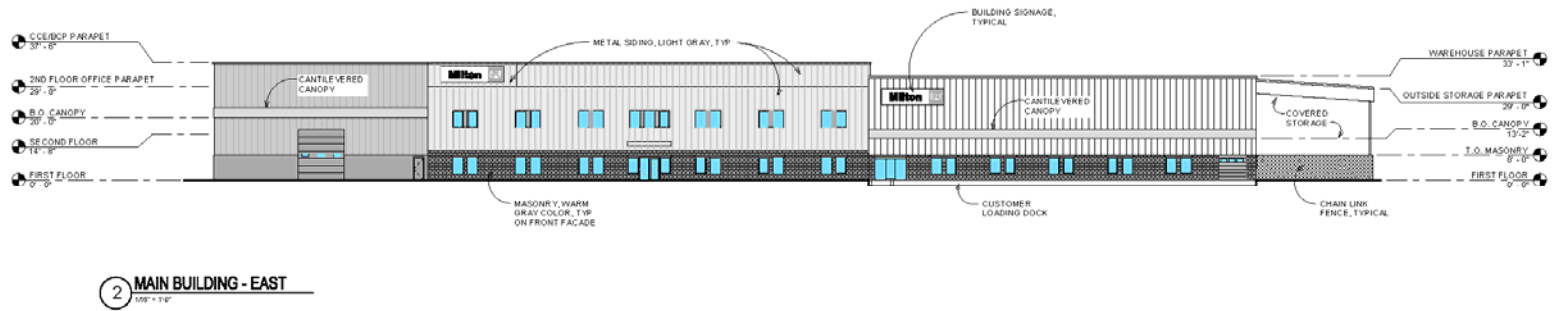
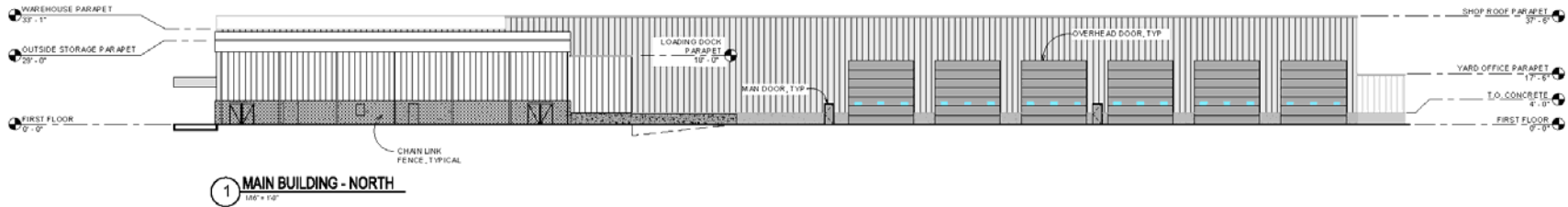
180 QUINN ST., WASHINGTON, NC 27581

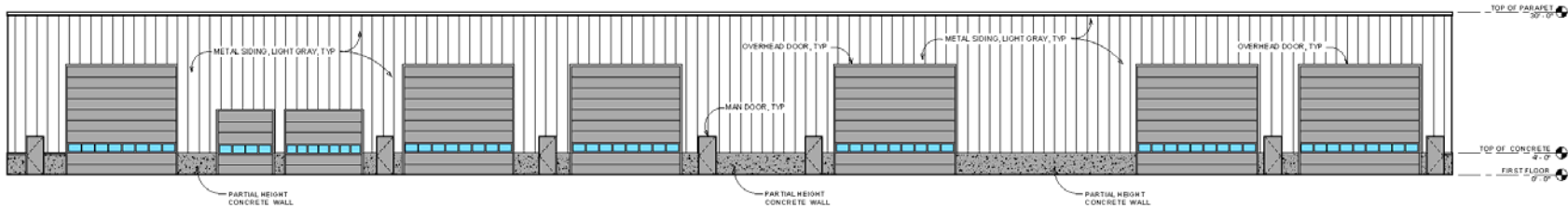
**Bullinger Properties, LLC & Five N Associates**  
 20 TREVINO RD., SUITE 102, WELLS, NC 27581  
 Tara Properties Limited Partnership  
 40 HAMILTON PIKE, WELLS, NC 27581

DATE: MAY 29, 2024

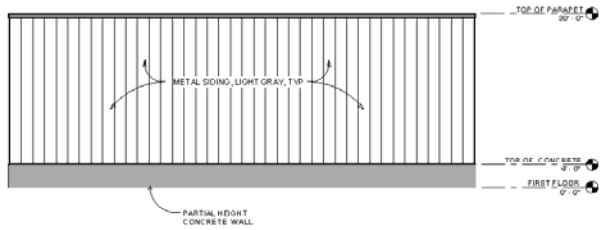
PROJECT NUMBER: SK-11  
 PROJECT MANAGER: GRIFFIN  
 DATE OF RECORD: 2024  
 DRAWN BY: GRIFFIN  
 CHECKED BY: GRIFFIN  
 SCALE: 1" = 40'



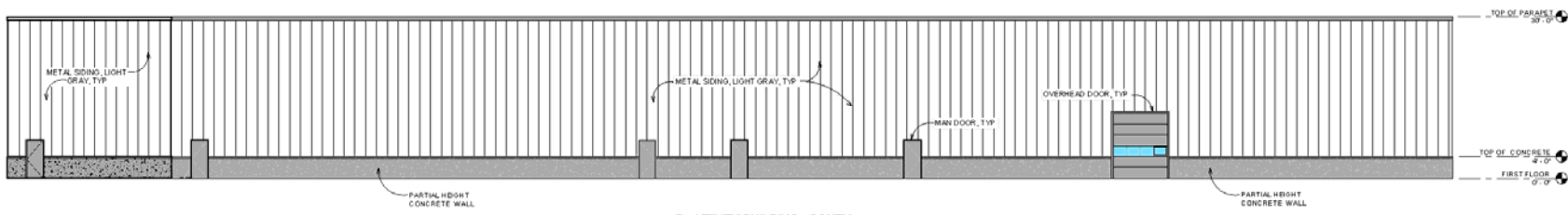




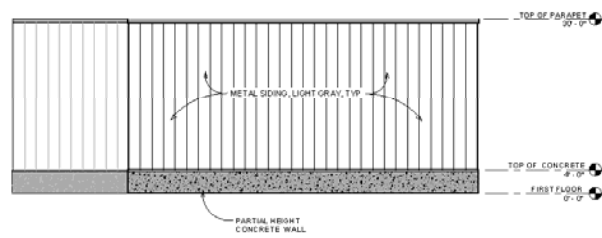
1 UTILITY BUILDING - NORTH  
1/2" = 1'-0"



2 UTILITY BUILDING - EAST  
1/2" = 1'-0"



3 UTILITY BUILDING - SOUTH  
1/2" = 1'-0"



4 UTILITY BUILDING - WEST  
1/2" = 1'-0"



**Existing Facilities**



North Reading, MA Facility



Clifton Park, NY Facility





Batavia Park, NY Facility

# Milton



Massachusetts  
Rhode Island  
New Hampshire

Vermont  
Maine  
Upstate New York



Founded in 1960 by Jack Milton, led today by Chris Milton, Dealer Principal  
800 employees, 13 locations  
Earthmoving Equipment and Power Systems  
Senior Management team members average 20+ years at the company





# **Fiscal Impact Analysis Milton Cat Londonderry, NH**

**July 24, 2014**

**Prepared By  
Fougere Planning & Development, Inc.**

# Milton Cat

## FISCAL IMPACT ANALYSIS

July 27, 2014

### A. Introduction

Fougere Planning and Development has been engaged by Milton Cat to undertake this Fiscal Impact Analysis to outline the potential financial ramifications to the Town of Londonderry from the proposal to construct an 112,096 square foot industrial complex off Industrial Drive. Milton Cat sells and services large earthmoving equipment; this New Hampshire location will employ 125 workers. The project site consists of three existing lots totaling approximately 33.5 acres; although a majority of the site usage will be limited to approximately 23.7 acres. The site plan notes future use of approximately 38,700 square feet of area for equipment storage on adjoining Lot 28/20-5. Parking for 190 vehicles will be provided along with equipment storage and display areas. All on-site roads and trash pickup will be privately maintained; public water and sewer will service the site with user fees covering all costs. It is my professional opinion and based upon the analysis provided here, that the proposed Milton Cat facility will have a **positive** fiscal impact on Londonderry and will create few demands for service.

### B. Local Trends

#### Population

Census figures report that from 2000 to 2010 Londonderry's population increased from 23,236 to 24,129, showing a 3.8% growth rate over the 10 year period. This growth rate is substantially lower than previous census periods, with population rates increasing 47% from 1980 – 1990 and 14.53% from 1990 – 2000. Over the last ten years Londonderry's growth rate was 5<sup>th</sup> out of 7 regional communities; Table 1. The New Hampshire Office of Energy and Planning estimates Londonderry's 2011 population to be 24,132.

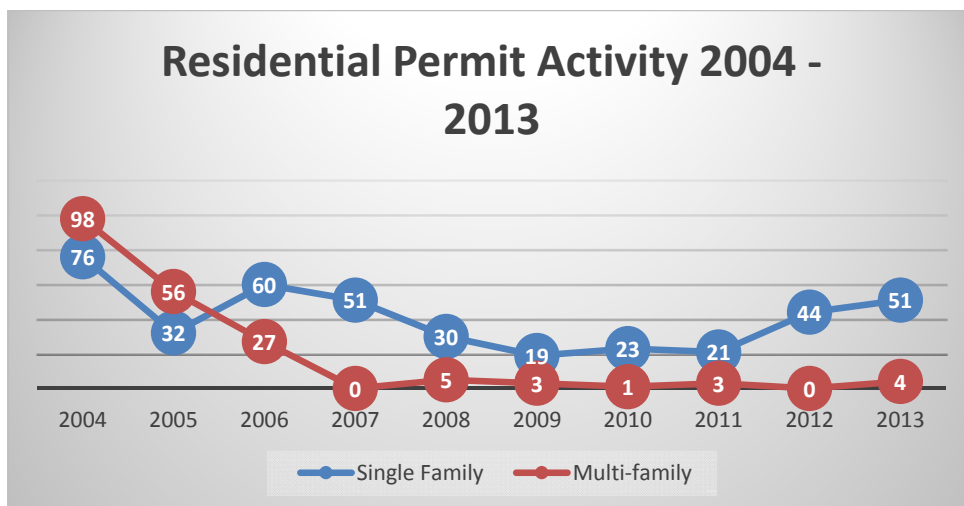
**Table 1  
Region Census 2000 – 2010**

	<b>2000</b>	<b>2010</b>	<b>% change</b>
Windham	10,709	13,592	26.92%
Litchfield	7,360	8,271	12.38%
Hudson	22,928	24,467	6.71%
Auburn	4,682	4,953	5.79%
<b>Londonderry</b>	<b>23,236</b>	<b>24,129</b>	<b>3.84%</b>
Manchester	107,006	109,565	2.39%
Derry	34,021	33,109	-2.68%

**Residential Construction**

Like much of New Hampshire, residential construction market began to deteriorate in the middle of the last decade and underwent a significant decline when the “Great Recession” enveloped the Country in 2009. Single family home construction is only now beginning to improve locally, Figure 1, with multi-family still lagging behind; although a number of multi-family projects have been approved recently and are presently in the pipeline for construction. In speaking with realtors around the State, strong activity is very localized but is improving overall over past year activity levels.

**Figure 1**



## Budgets

Over the past five years Department town budgets have increased 9.9%, averaging just under a 2% increase per year; Table 2. The Capital Outlay budget, along with the Public Safety showed the largest increases during this time period. Not surprisingly the Public Safety budget is the largest municipal line item encompassing 46.3% of the entire 2013 expenditure. The Police and Fire Departments have very measurable impacts as the result of changes in land use and along with schools, often see an increased demand for services as growth increases in a community.

**Table 2**  
**Year End Budgets<sup>1</sup>**

<b>Departments</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>% Change 2009 - 2013</b>
General	\$3,012,487	\$2,929,828	\$3,264,043	\$3,386,765	\$3,075,912	2.11%
Public Safety	\$11,932,980	\$12,291,199	\$12,642,797	\$12,814,322	\$13,592,017	13.90%
Highway & Streets	\$3,364,600	\$3,082,476	\$3,042,461	\$2,554,791	\$3,095,221	-8.01%
Sanitation	\$1,804,100	\$1,882,694	\$1,811,568	\$1,902,722	\$1,877,215	4.05%
Health/Welfare	\$163,733	\$164,853	\$174,928	\$125,816	\$109,142	-33.34%
Culture/Recreation	\$1,385,987	\$1,445,295	\$1,351,525	\$1,653,577	\$1,575,818	13.70%
Conservation	\$0	\$3,416	\$2,011	\$3,156	\$1,571	0.00%
Economic Development	\$449,867	\$453,087	\$422,655	\$408,499	\$484,711	7.75%
Capital Outlay	\$1,679,200	\$1,034,107	\$2,948,809	\$1,274,924	\$2,599,721	54.82%
Debt Service	\$2,855,269	\$2,841,768	\$2,798,301	\$2,854,563	\$2,889,521	1.20%
<b>Total</b>	<b>\$26,648,223</b>	<b>\$26,128,723</b>	<b>\$28,459,098</b>	<b>\$26,979,135</b>	<b>\$29,300,849</b>	<b>9.95%</b>

## Unemployment

New Hampshire continues to be one of the leaders in the nation with a low unemployment rate and for June of this year is rated 7<sup>th</sup> lowest in the country and second best in New England behind Vermont. Table 3 outlines figures from May/2014 comparing Londonderry with the region and the country. This low unemployment rate has created a job shortage in some segments of the economy, with construction trade and manufacturing employers looking to increase their hiring. With the opening of the new exit off the Everett Turnpike, a significant area of industrial land located south of the Manchester Airport has

<sup>1</sup> 2013 Town Report, page c-107

opened up for development creating significant opportunities for Londonderry to take advantage of the current positive economic conditions. The subject of this Report, Milton Cat, along with a number of other companies have targeted this area of the community to take advantage of its access and proximity to the airport. This positive trend will not only increase job growth for the region, but provide Londonderry with a positive fiscal revenue source.

**Table 3**  
**May 2014 Unemployment Rates<sup>2</sup>**

<b>Area</b>	<b>May 2014</b>
United States	6.3%
New Hampshire	4.4%
Rockingham County	4.6%
Nashua NECTA	4.5%
Londonderry	4.4%

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<sup>2</sup> NH Empl. Security

## **C. Methodology Approach**

There are a number of methodologies used to estimate fiscal impacts of development projects. The Per Capita Multiplier Method is the most often used to determine municipal cost allocation but is limited to residential applications. Given the non-residential nature of this proposal, the Consultant has chosen to use the Employment Anticipation Method<sup>3</sup> to assess fiscal impacts on the Town of Londonderry. The Employment Anticipation Method is a marginal costing technique that relies on the relationship between local commercial and industrial employment levels and per capita municipal costs. The model predicts a change in municipal costs based on an anticipated change in local employment levels and per capita municipal costs for various town departments. Given that a correlation can exist between the number of employees working at a facility and the potential demands those employees may have on local services, the use of this mythology is supportable. The findings from this analysis are further supported by research conducted on like facilities in the northeast.

It should be noted that, in most cases, industrial land uses place the least amount of fiscal impact on a community as compared with other land uses.

## **D. Local Revenues From Development**

### **a. Property Taxes**

Local property taxes provide the bulk of municipal revenues for New Hampshire communities. The 2013 Tax Rate for Londonderry is \$21.10. Figure 2 outlines the breakdown of the tax rate; for this analysis the County portion of the tax rate will not be included in any calculation.

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<sup>3</sup> The New Practitioner's Guide to Fiscal Impact Analysis, Burchell, Listokin & Dophin.

**Figure 2**



Table 4 outlines the projected municipal tax revenue that will be generated by the proposed project based upon the anticipated assessed value; these revenues do not include County taxes. The consultant reviewed similar buildings owned by the Applicant to arrive at a projected building value. Local land values were used to arrive at the estimate site value and is supported by the proposed lease/purchase agreement the applicant holds with the property owner.

**Table 4  
Anticipated Tax Revenue**

<b>Land Value</b>	33.5 acres	\$119,000/ acre	\$3,986,500
<b>Building Value</b>	112,096 Sq. Ft.	\$48/ Sq. Ft.	\$5,380,608
<b>Total Project Value</b>			<b>\$9,367,108</b>
<b>Projected Tax Revenue</b>	<b>\$20.19</b>	<b>\$189,121</b>	

## E. Fiscal Analysis

As noted above, the Employment Anticipation Method is a marginal costing technique that relies on the relationship between local commercial and industrial employment levels and per capita municipal costs. The model predicts a change in municipal costs based on an anticipated change in local employment levels and per capita municipal costs for various town departments. The proposed Milton Cat facility will employ 125 people and based upon the relationship of current municipal costs, per capita costs, expenditure multipliers, a breakdown of individual department costs, Town costs have been projected; Table 5.

**Table 5  
Fiscal Findings**

<b>Departments</b>	<b>Fiscal<sup>4</sup> 2013</b>	<b>Per Capita Expenditure</b>	<b>Total Costs</b>
General	\$3,079,035	\$127.56	\$693
Public Safety	\$13,494,545	\$559.08	\$27,326
Highway & Streets <sup>5</sup>	\$5,023,005	\$208.10	\$18,773
Health/Welfare	\$184,504	\$7.64	\$240
Recreation/Culture	\$1,582,167	\$65.55	\$7,970
Statutory/Unclassified	\$1,938,074	\$49.64	\$12,016
Debt Service	\$2,894,853	\$119.93	\$7,671
	\$27,456,183		<b>\$74,690</b>

Based upon the Employment Anticipation calculation, the proposed Milton Cat facility will create a \$74,690 fiscal demand on the community, with Public Safety and the Highway/Street Department's bearing the brunt of this impact. It should be noted that is a

<sup>4</sup> Final Budget, June 2013 Town Report, page c90.

<sup>5</sup> Includes Sanitation.



very conservative estimate and as argued below, will most likely be much less than this methodology outlines.

At this time, a “level of service” exists in Londonderry to serve the community. This existing service level, for the most part, addresses the needs of the community through existing tax collections. As new development occurs, pressures are placed on some departments to address increased demands while other departments see little if any impacts. In reviewing each of the potential impacted town departments noted above, a truer picture of anticipated cost impacts can be determined.

Given the nature of the proposed development project few significant impacts are anticipated. Any required off site road improvements will be addressed during the Planning Board approval process. Solid waste generated by the project will be removed by a private hauler. Any sewer and water expenses will be offset through user fees. All of the proposed new roads will be private and all maintenance expense will be paid for by the project owner. This is not to infer that no costs will occur as a result of this project. Measurable impacts will certainly be felt by a few Town departments but to a very small degree.

### **Police & Fire Departments**

As outlined above, the Public Safety budget has the largest municipal budget line item and as such, it was critical to explore in more detail what level of impact the proposed project could have on these Departments. To gain a firm understanding of degree of this impact Fougere Planning & Development, Inc. collected emergency call data from seven like facilities from across the northeast totaling 371,000 square feet of space. Table 6 outlines the findings from this research.

**Table 6**  
**Average Calls: Police-Fire-Ambulance**

<b>Project</b>	<b>Town</b>	<b>Sq. Ft.</b>	<b>Total Police Calls 2011 - 13</b>	<b>Avg. Call Per Year</b>	<b>Avg. Call Per Unit</b>	<b>Projected Calls</b>
Chappel Tractor	Milford	30,494	32	10.67	0.00035	
T-Quip Construction	Londonderry	9,240	5	1.67	0.00018	
Milton Cat	Scarborough, Maine <sup>6</sup>	37,956	31	10.33	0.00027	
Milton Cat	Hopkinton, NH	64,578	0	0.00	0.00000	
Milton Cat	Warner, NH	43,460	1	0.33	0.00001	
Milton Cat	Clifton Park, NY	73,926	2	0.67	0.00001	
Milton Cat	Batavia, NY	111,761	3	1.00	0.00001	
<b>Totals</b>		371,415	<b>74</b>	<b>24.67</b>	<b>0.0001</b>	
<b>Proposed</b>	<b>Londonderry</b>	<b>112,096</b>				<b>7</b>
<b>Project</b>	<b>Town</b>	<b>Sq. Ft.</b>	<b>Total Fire Calls 2011 - 13</b>	<b>Avg. Call Per Year</b>	<b>Avg. Call Per Unit</b>	<b>Projected Calls</b>
Chappel Tractor	Milford	30,494	1	0.33	0.00001	
T-Quip Construction	Londonderry	9,240	0	0.00	0.00000	
Milton Cat	Scarborough, Maine	37,956	12	4.00	0.00011	
Milton Cat	Hopkinton, NH	64,578	0	0.00	0.00000	
Milton Cat	Warner, NH	43,460	0	0.00	0.00000	
Milton Cat	Clifton Park, NY	73,926	3	1.00	0.00001	
Milton Cat	Batavia, NY	111,761	0	0.00	0.00000	
<b>Totals</b>		371,415	<b>16</b>	<b>5.33</b>	<b>0.00001</b>	
<b>Proposed</b>	<b>Londonderry</b>	<b>112,096</b>				<b>5</b>
<b>Project</b>	<b>Town</b>	<b>Sq. Ft.</b>	<b>Total Amb. Calls 2011 - 13</b>	<b>Avg. Call Per Year</b>	<b>Avg. Call Per Unit</b>	<b>Projected Calls 265 Units</b>
Chappel Tractor	Milford	30,494	1	0.33	0.00001	
T-Quip Construction	Londonderry	9,240	0	0.00	0.00000	
Milton Cat	Scarborough, Maine	37,956	3	1.00	0.00003	
Milton Cat	Hopkinton, NH	64,578	1	0.33	0.00001	
Milton Cat	Warner, NH	43,460	0	0.00	0.00000	
Milton Cat	Clifton Park, NY	73,926	0	0.00	0.00000	
Milton Cat	Batavia, NY	111,761	0	0.00	0.00000	
<b>Totals</b>		371,415	<b>5</b>	<b>1.67</b>	<b>0.00000</b>	
<b>Proposed</b>	<b>Londonderry</b>	<b>112,096</b>				<b>1</b>

<sup>6</sup> The dispatch department noted that this site had alarm activation issues which impacted the call volume to this location.

In general the projected calls to all Public Safety Departments will be minimal. The Police Department will see the largest increase in call volume with 7 projected calls. To put the call volume into perspective, the Department received 22,901 calls in 2013 (440 per week) and 26,336 calls in 2012; Table 7. To explore these findings further, we met with Police Chief Bill Hart. In reviewing our projections, he felt the call examples researched were sufficient and the projected call volumes reasonable; although he did feel they would receive a few more calls than noted; the Chief did not believe this project would have any fiscal impact on his Department. He confirmed the noted supposition that industrial uses place few demands on his Department. He conveyed a story that during the construction of the power plant a number of calls came into the Department to address problems occurring during construction. Since the project has been operational, they rarely have had to visit the property. The Chief believes this project, along with others proposed in the southern Airport neighborhood are a positive change for the community.

**Table 7**  
**Police & Fire Calls 2010 - 2013**

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>Police Calls</b>	24,144	24,398	26,339	22,901
<b>Fire</b>	1,450	1,410	1,436	1,330
<b>Rescue &amp; Emergency</b>	1,826	1,844	1,671	1,683

We also met with the Fire Department to review our findings, sitting down with Fire Chief O’Brian and Battalion Chief Cardwell. A much more modest projected call volume is anticipated for this Department, with 6 fire calls projected and 1 ambulance call. Compared to the call volume detailed in Table 7, these projected volumes are extremely minor. Both Chief’s felt the projected call volumes were reasonable and did not believe they would vary considerable. The facility would be inspected yearly by the Department; but no other demands would be placed on the Fire Department from this use. The Chiefs did not believe any fiscal impact would occur from this project.

## **Other Departments**

As with the Public Safety Departments; few additional demands are expected on other Town Departments. The road providing access to the site is presently a town road and is maintained by the community, no new public roads will be constructed for the project placing few demands on the Highways & Street Department. Employees and visitors will travel over existing roads to access site and various impacts could occur from this activity. If employees of Milton Cat move to Londonderry, then addition impacts could occur; but these would be minimal.

## **Other Benefits**

Other economic benefits are projected as a result of the proposed development, including additional meals taxes, local economic growth, and new construction jobs. Local suppliers will see an increase in activity to service the new facility. The construction phase will infuse a significant economic boost into the local and regional economy, with dozens of tradesmen involved with building the project and millions of dollars spent on construction supplies and materials.

## F. Conclusion & Summary

Based upon the findings in this Report the proposed Milton Cat facility will generate \$189,121 in gross yearly tax revenue. The anticipated fiscal impact to the Town of Londonderry is estimated to be \$74,690 for town services; resulting with a **positive** fiscal impact of approximately \$114,431. Based upon the additional research conducted for this analysis and the particulars of this project, it can be reasonably argued that the fiscal impact upon the community will be under \$40,000 a year.

Key findings supporting this conclusion include:

- ✚ The proposed project will include all private roads and trash collection.
- ✚ Calls to the Police Department are projected to increase by only 7, with a total of 22,901 received by the Department in 2013. The Chief believes no fiscal impact will occur to his Department.
- ✚ Calls to the Fire Department will be marginal, the Chief believes no fiscal impact will occur to his Department.
- ✚ The project will generate approximately \$189,121 in gross taxes per year.
- ✚ An estimated \$114,431 yearly positive fiscal impact will occur in the community, with a higher positive impact most likely to occur.

## MEMORANDUM

To: Planning Board  
Community Development Department

Date: August 13, 2014

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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AMEC submitted plans and 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. 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 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.

### **Design Review Items:**

#### **Gateway Business District Zoning Ordinance**

1. Under Section 2.7.2.5 of the Gateway Business District Zoning Ordinance, the Applicant's transportation operations do not fully meet the standards required by the TMD techniques. In addition, Applicant's building design does not fully meet the Sustainable Site and Building Design requirements as specified in Section 2.7.2.5. The Applicant has submitted a **waiver request** for these requirements under Section 2.7.2.5.
2. The Applicant's outdoor storage is not adequately screened, as specified in Section 2.7.2.6.2 of the Gateway Business District Zoning Ordinance. The Applicant has submitted a **waiver request** for this requirement.

#### **Site Plan Regulations**

3. The Applicant's drainage pipe design indicates some pipes with 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. The Applicant has submitted a **waiver request** for this requirement.
4. The Applicant's drainage pipe design indicates several pipes with less than the minimum three (3) feet of cover, which does not comply with item 3.07.g.3 of the Site Plan Regulations. We recommend the Applicant update the design to provide the minimum cover in compliance with the regulations and as typically required by the Town. The Applicant has submitted a **waiver request** for this requirement.
  5. The Applicant's proposed landscaping does not provide the necessary screening of the proposed outdoor storage areas, per section 3.09.e.2 of the Site Plan Regulations. The Applicant has submitted a **waiver request** for this requirement.
  6. The Applicant's proposed landscaping does not provide the minimum 10% interior landscape area within the parking lots per section 3.11.3.g.1.i of the Site Plan Regulations. The Applicant has submitted a **waiver request** for this requirement.
  7. The Applicant's proposed landscaping does not provide the required 50% vertical opacity, 3.5' high along the parking lot, facing the street per section 3.11.g.6 of the Site Plan Regulations. The Applicant has submitted a **waiver request** for this requirement.
  8. The Applicant's proposed landscaping does not provide one (1) tree per 20 feet around the parking lot perimeter per section 3.11.3.g.5 of the Site Plan Regulations. The Applicant has submitted a **waiver request** for this requirement.
  9. The overall existing conditions plan, overall site plan and the two erosion control plans are at a scale of 1"=80' and do not comply the maximum 1"=40' per item 4.01c of the regulations. The Applicant has submitted a **waiver request** for this requirement.
  10. The Applicant's revised site light plans indicate portions of the proposed site lighting exceed the 0.2 lumens beyond the property line and do not comply with section 3.13.c.3 of the Site Plan Regulations. The Applicant has submitted a **waiver request** for this requirement.
  11. The proposed site plan requires a NHDES Alteration of Terrain Permit and a Londonderry Sewer Discharge Permit. We recommend the Applicant obtain all project permits, indicate the permit approval numbers on sheet 1 of 35, and provide copies of all permits for the Planning Division files per section 4.13 of the Site Plan Regulations.
  12. We recommend the Applicant update the revised site plan –sheet C103 to indicate guardrail (vs. bollards) along the southerly driveway adjacent to the sediment and forebay area. In addition, we recommend guardrail be provided along the steep slope of the detention pond southwest of the utility building. Also, please update the notes on the cover sheet to include the note indicating which plans are to be on file at the Town in accordance with the regulations.

13. We recommend the Applicant address the following on the revised site utilities plans:
  - a. The revised sewer design now includes a new location for SMH5 with a stub that appears to be at the same location as the storm drain outlet on sheet C-107. Please review and revise to eliminate conflicts.
  - b. The revised water line indicates hydrants to be placed behind the guardrails at the north and south sides of the site. Please verify these locations are acceptable to the Fire Department. We recommend the Applicant provide details for proper construction to address/provide a suitable access to the hydrants at the guardrails acceptable to the Fire Department.
  - c. Please indicate the pipe type of the existing and proposed gas line in accordance with the regulations.
  
14. We recommend the Applicant address the following on the revised grading plans:
  - a. The revised embankment grading at sediment forebay #1 and sand filter #1 does not comply with the 3H:1V as required by Exhibit D108 of the Town's standard details. The Applicant shall revise the design in accordance with the Exhibit D108.
  - b. Most of revised drainage pipe outlets still do not include the installation of a headwall or flared end section as previously requested in accordance with section 4.14.a.20.i.e of the regulation and as identified in the Town's standard details D105, D106 and D107. Please update the design accordingly and include or reference the Town's typical details as applicable.
  - c. We recommend additional spot elevations be provided in the parking lot corners and storage area corners on sheet C-108 to clarify the grading intent and for proper construction.
  - d. The drain pipe from CB12 to CB8 is labeled as a 12" on sheet C-108 and 15" on sheet C-107 and we recommend the label on sheet C-108 be updated to 15" to comply with the regulations. In addition, the outlet pipe from Sand filter bed 3 on sheet C-108 is labeled as 12", but noted as 15" in the drainage analysis we recommend the label on sheet C-108 be updated to 15" consistent with the analysis.
  - e. The drainage design includes connection to existing drainage systems that flow off-site to abutting lot 17-4, but the existing conditions plans or the site plan notes do not appear to address flowage rights. It is unknown if these rights are part of the Applicant's agreement with the Owner. Please clarify and provide documentation for the Planning Department's file.
  
15. The Applicant's temporary driveway sight distance profiles on sheet C201 indicate sight lines located outside the existing right of way shown for Industrial Drive and upon abutting lot 34. We recommend the Applicant obtain sight distance easements for those areas and provide copies for the Planning Department's file.
  
16. We recommend the Applicant address the following on the sewer profile plan:
  - a. Please indicate the necessary clay trench dam in the profile view.
  - b. Please update to include the inverts of the pipes from the buildings consistent with the utility plan as typically requested by the Sewer Division.



17. We recommend the Applicant address/clarify the following on the construction details for the project:
- a. The proposed outlet structure detail on sheet C-508 indicates SB#1 and SB#2 are not constructible based upon the difference of the pipe inverts and the top grate for the 24" and 36" outlet pipes. Please revise to be constructible. The drainage report shall be updated accordingly.
  - b. The outlet structure detail indicates four (4) structures, but the grading plan indicates seven (7) structures. Please update the detail to include all structures.
  - c. The submitted post development drainage area plan included in the site plan set does not indicate the updated site layout and grading indicated in the site plan set. Please update the plan and verify the post development subcatchment areas are consistent with the latest design.
18. We recommend the Applicant address the following relative to the project drainage report:
- a. The revised analysis at ponds SF-1, SF-2, SF-3 use infiltration as a measure to address post development runoff for the 25-year event that is typically not allowed by the Town since it does not address all season conditions. Please update the analysis to eliminate infiltration and verify compliance with the Town regulations is achieved (no increase in runoff).
  - b. The revised analysis at ponds SF-1, SF-2, SF-3 appears to indicate the Town's standard outlet structure Exhibit D108 is not provided. Please update the design and analysis to indicate and provide the Town's standard outlet structure.
  - c. The revised analysis at ponds SF-1, SF-2, SF-3 use infiltration as a measure to address post development runoff for the 50-year event that is typically not allowed by the Town since it does not address all season conditions. Please update the analysis to eliminate infiltration and verify the minimum 12" freeboard above the 50-elevations to the top of embankment at each basin is achieved in accordance with regulations.
  - d. The revised analysis includes a summary table indicating several abutters are impacted by the increase in runoff proposed by the Applicant, which does not comply with the regulations. We recommend the Applicant arrange a meeting with the Department of Public Works to discuss the revised design and update acceptable to the Department of Public Works.
  - e. The revised analysis still appears to indicate that the small sized roof drain pipes are intended to pond water on the building rooftops. In addition, the revised analysis appears to indicate roof ponds are used in the project design to mitigate the runoff, but pond routing analysis does not appear to indicate the minimum 12 inches of freeboard is provided as required per section 3.08.b.10 of the regulations. We are concerned that under winter conditions (ice and snow on the roof) this design will not function as intended, and does not meet the requirements of the regulations. We recommend that the Applicant discuss this proposed design approach with the Department of Public Works and Building Department as this does not appear to be an appropriate stormwater detention method and does not appear to be properly modeled.

19. We recommend the Applicant verify the DRC comments for the project are adequately addressed as applicable:
  - a. Please verify the comments of the Assessing Department have been adequately addressed with the Assessing Department.
  - b. Please verify the comments of the Conservation Committee have been adequately addressed with the Conservation Committee.
  - c. Please verify the comments of the Fire Department have been adequately addressed with the Fire Department.
  - d. Please verify the comments of the Planning & Economic Development Department have been adequately addressed with the Planning & Economic Development Department.
  - e. Please verify the comments of the Sewer Division have been adequately addressed with the Sewer Division.

**Board Action Items:**

1. The Applicant is requesting two (2) waivers to the Zoning Ordinance and eight (8) waivers to the Site Plan Regulations as noted in his revised letter dated July 24, 2014. The Board will need to consider each waiver request under this application.
2. The Applicant is requesting a Zoning Ordinance Conditional Use Permit for the project with relief of four (4) standards of the Ordinance as noted in his revised letter dated July 24, 2014. The Board will need to consider each relief request under this application.

**Board Informational Items:**

1. This project is contingent upon approval of a separate lot line adjustment of existing Lots 17-3 and 17-4 to create the new lot configuration as indicated on the site plan with this submission. The separate lot line adjustment application to create the subject lot 17-3 shown in the project plans is currently under review by the Town.
2. The Applicant's proposed driveway at Industrial Drive has a driveway pavement width of approximately 32 feet at the right of way line (without roundings) that exceeds the maximum 24 feet per item 3.10.5.5 of the Zoning Ordinance and does not comply with item 3.10.5.5 of the Zoning Ordinance. We understand the Planning Board can specifically approve an exception to 36 feet. The Board will need to consider the driveway width as part of the review.

## SUBDIVISION REGULATIONS to SECTION 2.06

- K. Board Action:** The Board shall act to approve, conditionally approve, or disapprove an application within the timeframe consistent with NH RSA § 676:4, as most recently amended, unless it deems more time necessary, in which case the Board must either obtain a written consent from the Applicant for an extension of a specified period or obtain in writing from the Town Council an extension of time not to exceed ninety (90) days. The Board shall take action as follows:
1. If the Board grants approval of an application as submitted, the plan shall be signed and dated by the Chairman and Secretary [or their designee]; and the plan is made available for recording in the Registry of Deeds;
  2. If the Board disapproves of an application, the Board shall state the grounds for disapproval in writing; and
  3. If the Board grants conditional approval of an application, the conditions shall be stated in writing and the plan shall not be signed and released for recording until fulfillment of such conditions, except such conditions as relate to the use of the property after subdivision and/or development of the property.
- L. Compliance with Conditions of Approval.** In order to determine fulfillment of conditions of approval, the Board shall hold a public hearing with notice as required in Section 2.02 B to receive evidence of compliance or non-compliance. No public hearing is required for conditions which are: (a) minor plan changes compliance with which is administrative and does not involve discretionary judgment; (b) conditions which are in themselves administrative and which involve no discretionary judgment on the part of the Board; or (c) conditions with regard to the Applicant's possession of permits and approval granted by other Boards or agencies.
- M. Time Limits for Fulfilling Conditions:** ~~Conditional approval shall be null and void unless~~ All precedent conditions necessary for release and recording of the plan ~~are shall be~~ fulfilled within twenty-four (24) months of ~~conditional the Planning Board approval~~ approval, or it shall be deemed null and void. The Board may grant an extension, upon written request filed with the Board at least fourteen (14) days prior to expiration of ~~conditional~~ approval, stating the extenuating circumstances justifying an extension.
- N. Board Signature:** Prior to obtaining Board signature, the Applicant shall submit two (2) complete paper print plan sets and supporting documents as required in Section 4.19 with a letter explaining how the Applicant addressed the conditions of approval. This shall include final and complete reports for all items submitted during review for the Town of Londonderry's file. The Chairman and Secretary of the Board [or their designee] shall endorse a reproducible mylar, and four (4) paper copies of the approved plan(s) meeting the conditions of approval upon receipt of an executed bond for all improvements, excluding buildings. The Planning Department shall retain a reproducible and four (4) paper copies with supporting documents for Town of Londonderry records.

SUBDIVISION REGULATIONS SECTION 4.03

**SECTION 4 SPECIFICATIONS FOR PLANS AND DOCUMENTS**

**4.01 GENERAL**

- A. Preparer:** All site plans shall be prepared and stamped by a professional engineer. Boundary monuments shall be certified by a licensed land surveyor.
- B. Paper details:** all plans shall be prepared on sheets not less than 34"x 22".
- C. Scale:**

Horizontal:	Boundary Plans	1" = 100' ( maximum)
	All other plans	1" = 40' (maximum)
Vertical:		1" = 4' ( maximum)
Cross Section:		1" = 5' (horizontal and vertical)

**4.02 TITLE BLOCK:** The title block shall be located as shown in Exhibit 6. The Title Block shall be shown on each sheet of the site plans. The following information shall be shown in the title block:

- A. Drawing title;
- B. Name of subdivision;
- C. Location of subdivision;
- D. Tax map and lot #s of subject parcel(s);
- E. Name and address of owner(s);
- F. Date of plan;
- G. Scale of plan;
- H. Sheet number;
- I. Name, address, and telephone number of design firm;
- J. Name and address of Applicant.

**4.03 PLANNING BOARD SIGNATURE BLOCK:** The signature block shall be located as shown in Exhibit 6. The signature block shall be placed on the title sheet and any sheet that is to be recorded.

Approved by the Londonderry, NH Planning Board for Phase _____ on Date: _____  Certified by: Chairman _____  Secretary: _____
---

Approved by the Londonderry, NH Planning Board for Phase _____ on Date: _____  Certified by: _____  _____
---

**4.04 REVISION BLOCK:** The revision block shall be placed on each sheet of the plans located as shown in Exhibit 6.

## SITE PLAN REGULATIONS AMENDMENTS to SECTION 2.05

- k. **Board Action:** The Board shall act to approve, conditionally approve, or disapprove an application within the timeframe consistent with NH RSA § 676:4, as most recently amended, unless it deems more time necessary, in which case the Board must either obtain a written consent from the Applicant for an extension of a specified period or obtain in writing from the Town Council an extension of time not to exceed ninety (90) days. The Board shall take action as follows:
1. If the Board grants approval of an application as submitted, the plan shall be signed and dated by the Chairman and Secretary **[or their designees]**; and the plan is made available for filing with the Planning Department and the building department may issue permits as appropriate;
  2. If the Board disapproves of an application, the Board shall state the grounds for disapproval in writing; and
  3. If the Board grants conditional approval of an application, the conditions shall be stated in writing and the plan shall not be signed and released for permit issuance until fulfillment of such conditions.
- l. **Compliance with Conditions of Approval:** In order to determine fulfillment of **discretionary** conditions of approval, the Board shall hold a public hearing with notice as required in Section 2.02b to receive evidence of compliance or non-compliance. No public hearing is required for conditions which are:
1. minor plan changes compliance with which is administrative and does not involve discretionary judgment;
  2. conditions which are in themselves administrative and which involve no discretionary judgment on the part of the Board; or
  3. conditions with regard to the Applicant's possession of permits and approval granted by other Boards or agencies.
- m. **Time Limits for Fulfilling Conditions:** See section 7.06
- n. **Board Signature:** Prior to obtaining Board signature, the Applicant shall submit two (2) complete paper print plan sets and supporting documents as required in Section 4.19 with a letter explaining how the Applicant addressed the conditions of approval. This shall include final and complete reports for all items submitted during review for the Town of Londonderry's file. The Chairman and Secretary of the Board **[or their designees]** shall endorse a reproducible mylar, and four (4) paper copies of the approved plan(s) meeting the conditions of approval upon receipt of an executed bond for all improvements, excluding buildings. The Planning Department shall retain a reproducible and four (4) paper copies with supporting documents for Town of Londonderry records.

SITE PLAN REGULATIONS SECTION 4.03

**SECTION 4 SPECIFICATIONS FOR SITE PLANS AND DOCUMENTS**

4.01 GENERAL

- a. Preparer: All site plans shall be prepared and stamped by a professional engineer. Boundary monuments shall be certified by a licensed land surveyor.
- b. Paper details: all plans shall be prepared on sheets not less than 34"x 22".
- c. Scale:

Horizontal:	Boundary Plans	1" = 100' ( maximum)
	All other plans	1" = 40' (maximum)
Vertical:		1" = 4' ( maximum)
Cross Section:		1" = 5' (horizontal and vertical)

4.02 **TITLE BLOCK**: The title block shall be located as shown in Exhibit 2. The Title Block shall be shown on each sheet of the site plans. The following information shall be shown in the title block:

- a. Drawing title;
- b. Name of site plan;
- c. Location of site plan;
- d. Tax map and lot #s of subject parcel(s);
- e. Name and address of owner(s);
- f. Date of plan;
- g. Scale of plan;
- h. Sheet number;
- i. Name, address, and telephone number of design firm;
- j. Name and address of Applicant.

4.03 **PLANNING BOARD SIGNATURE BLOCK**: The signature block shall be located as shown in Exhibit 2. The Signature Block shall be placed on the cover sheet, site plan, and landscape plan.

Approved by the Londonderry, NH Planning Board for Phase _____ on Date: _____
Certified by: Chairman _____
Secretary: _____

Approved by the Londonderry, NH Planning Board _____ for Phase _____
on Date: _____
Certified by: _____ _____

4.04 **REVISION BLOCK**: The revision block shall be placed on each sheet of the plans.

## SITE PLAN REGULATIONS AMENDMENTS to SECTION 7.06

### 7.06 ACTION of the BOARD:

a. Within the appropriate time frames as established by NH RSA § 676:4, the Board shall approve, conditionally approve, or disapprove the application. The reasons for disapproval of a plan shall be stated in the record of the Board. Approval of a plan shall be endorsed on the plan by the chairman and the secretary of the Board. The time to act may be extended in accordance with NH RSA §676:4f

b. ~~All conditional approvals are valid for a period of not more than 120 days, unless the Planning Board, at their discretion, chooses to extend the number of days required to meet precedent conditions.~~ All precedent conditions of approval must be met within ~~this an~~ 120-day period (or time period established by the Planning Board at time of ~~conditional~~ approval) or the approval shall be considered null and void. In cases where extenuating circumstances prevent the meeting of precedent conditions within 120 days, the applicant may request an extension, to be filed (in writing and with justification) with the Board no later than 14 days prior to the expiration date of the conditions. The Planning Board shall then vote on whether or not to grant such extensions.

c. All certified (signed by the Planning Board chair and secretary ~~for their designee~~) site plans must obtain a building permit within 1 year from the date the plan was signed. Failure to obtain a building permit within 1 year will render the approval null and void. In cases where extenuating circumstances prevent the receipt of a building permit within 1 year, the applicant may request an extension of not more than 1 additional year. Such request must be filed (in writing and with justification) with the Board no later than 14 days prior to expiration. The Planning Board shall then vote on whether or not to grant such extensions.

## PLANNING BOARD RULES OF PROCEDURE

- 6.9. The Board makes any appropriate motions regarding conditional approval, denial, or continuance of the application.
- 6.10. The Chairman shall indicate whether the hearing is closed or continued pending the submission of additional material or information or the correction of noted deficiencies. In the case of a continuance, additional notice is not required if the date, time and place of the continuation is made known at the adjournment.

### 7. DECISIONS

- 7.1. The Board shall render a written decision within 65 days of the date of acceptance of a completed application, subject to extension or waiver as provided in **RSA 676:4**.
- 7.2. Notice of decision will be made available for public inspection at the Planning Department within 72 hours after the decision is made as required in **RSA 676:3**. If the application is disapproved, the Board shall provide the applicant with written reason for this disapproval.
- 7.3. Plans approved for signature (and recording as appropriate) or conditionally approved as stated above, shall be signed by the Planning Board chair and Planning Board secretary or their designees, who shall be regular members of the Planning Board. Designees shall be appointed annually at the same meeting in the month of April as the election of officers.