



Town of Londonderry, New Hampshire

Planning & Economic Development Department
268B Mammoth Road
Town Hall – 2nd Floor

603-432-1100
603-432-1128

www.londonderrynh.org

Planning – Zoning – Economic Development – Conservation

MEMORANDUM

TO: Planning Board

FROM: Kellie Caron, Deputy Town Manager & Director of Economic Development

DATE: March 11, 2026

RE: Public hearing of a site plan for a two story 41,700 square foot building with 12 indoor pickleball courts along with 21 outdoor pickleball courts and associated site improvements in the Commercial II (C-II), 2 Highlander Way, Map 28, Lot 10-0, City of Manchester (Owner), Benton Family Trust (Applicant) ; 5 Highlander Way, Map 28, Lots 10-4, Benton Family Realty LLC (Owner/Applicant), Commercial II (C-II) Zoning District; 3385 Brown Avenue, Map 28, Lot 9, City of Manchester (Owner), Benton Family Trust (Applicant)

The proposed Executive Health & Sports Center Racquet Sports Development expands recreational amenities across Airport-owned Lot 10-0 and Benton-owned Lot 10-4 to support the existing health and fitness operations at 1 Highlander Way. The project includes the construction of 25 outdoor pickleball courts and associated parking, a new two-story indoor racquet sports complex containing 12 indoor courts, together with circulation upgrades and integrated pedestrian connections. The project functions as an amenity to the Executive Health & Sports Center, with shared parking, access, and updated infrastructure.

The Board will need to consider action on completeness, waiver requests, and the site plan application.

Completeness: There are three outstanding checklist items. If the Board decides to accept the application as complete, these items should be waived for *acceptance only*.

1. Checklist item XI.5.e relating to utility clearance letter for water service.
The Applicant has not provided a utility clearance letter for water service for the new development under this application per sections 3.05 and 4.18.B of the Site Plan Regulations and item items XI.5.e of the Site Plan Application & Checklist. We recommend the Applicant provide utility clearance letters in accordance with the regulations. *The Applicant has submitted a written waiver request for this requirement for Planning Board consideration.*
2. Checklist item XI.5.f relating to utility clearance letter for sewer service.
The Applicant has not provided a utility clearance letter for sewer service for the new development under this application per sections 3.06, and 4.18.B of the Site Plan Regulation

and items XI.5.f of the checklist. We recommend the Applicant provide utility clearance letters in accordance with the regulations. *The Applicant has submitted a written waiver request for this requirement for Planning Board consideration.*

3. Checklist item II.5 relating to easement information.
The revised grading plan indicates a proposed utility easement is part of the project, but the information for the proposed easement was absent for the submission per item II.5 of the checklist.

Waivers: The applicant has submitted six waiver requests.

1. The Applicant is requesting a waiver from LSPR Section 3.07.g.3 relating to Storm Drain System: Minimum 36" Cover Over Drain Lines, requested specifically for CB1–CB2 due to discharge elevation constraints.
2. The Applicant is requesting a waiver from LSPR Section 4.18.B relating to utility clearance letters for water and sewer technical reviews are still in progress; clearance letters to be provided before board signature.
3. The Applicant is requesting a waiver from LSPR Section 4.12.c.19.viii Mapping Trees greater than 15" Diameter.
4. The Applicant is requesting a waiver from LSPR Section 3.08.c.2.IV & V – Sidewalk Width Requirements.
5. The Applicant is requesting a waiver from LSPR Section 3.07.h – Drainage Structures: Town-Standard Slotted Weir Outlet.
6. The Applicant is requesting a waiver from LSPR Section 3.13.12 – Outdoor Lighting Design Standards (Light Trespass).

Staff recommends that that the Board vote with respect to any requested waivers utilizing the criteria from RSA 674:36 and Londonderry Subdivision and Site Plan Regulations Section 6.04 and 7.04 as noted below:

In a case when the strict application of these regulations would:

- a. Result in peculiar and exceptional practical difficulties or exceptional and undue hardship upon the owner of the affected property; or
- b. An alternative site planning and building design approach meets the design objectives as stated in the regulations, equally well or better than would compliance with the regulations; and
- c. In either of the foregoing circumstances, the waiver may be granted without substantial detriment to the public good;

Conditional Use Permit (COD): During Design Review, Town staff initially indicated that a Conditional Use Permit (CUP) would be required based on the assumption that proposed site work encroached into the Conservation Overlay District (COD) buffers. TF Moran’s subsequent review clarified that a CUP is not triggered, and the project does not impact the COD. The only wetland on the site is under 0.5 acres, meaning the 50-foot COD buffer does not apply, and no portion of the work occurs within the COD.

Because there are no wetland impacts, no buffer impacts, and no COD disturbance, a Conditional Use Permit is not required for this project.

Although the Town’s initial comment suggested a CUP had been submitted, TF Moran’s response makes it clear that there are no COD impacts. Therefore, no Conditional Use Permit is required.

SITE PLAN APPLICATION Recommendation:

Conditional approval is appropriate when the project reaches the point at which Board involvement is no longer required, and outstanding items can be resolved with staff. Once the Board has made these decisions, there is no reason to require the Applicant to return to the Board next month.

If the Board CONTINUES the application, it should be continued to April 8, 2026.

If the Board CONDITIONALLY APPROVES this application the Notice of Decision should read substantially as follows:

Board Action Required: Motion to grant conditional approval of application for site plan for a two story 41,700 square foot building with 12 indoor pickleball courts along with 21 outdoor pickleball courts and associated site improvements in the Commercial II (C-II), 2 Highlander Way, Map 28, Lot 10-0, City of Manchester (Owner), Benton Family Trust (Applicant) ; 5 Highlander Way, Map 28, Lots 10-4, Benton Family Realty LLC (Owner/Applicant), Commercial II (C-II) Zoning District; 3385 Brown Avenue, Map 28, Lot 9, City of Manchester (Owner), Benton Family Trust (Applicant), with the precedent conditions to be fulfilled within 120 days of approval and prior to plan signature and general and subsequent conditions of approval to be fulfilled as noted in the Engineering Memo.

Should the planning board decide to conditionally approve the application, the following conditions should be included:

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

PRECEDENT CONDITIONS

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

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Engineering & Environmental Services/Stantec Review Memo and Traffic Impact Assessment dated March 11, 2026.
2. The Applicant shall obtain and note any and all applicable state, local, or other permitting on the plans.
3. Owner’s signature shall be provided on the plans.

4. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with the Site Plan Regulations.
5. Third-party review fees shall be paid within 30 days of conditional site plan approval.
6. Financial guarantees be provided to the satisfaction of the Department of Public Works and Engineering.
7. Final engineering review.

PLEASE NOTE – If these conditions are not met within 120 days of the meeting at which the Planning Board grants approval, the Board’s approval will be considered to have lapsed and re-submission of the application will be required.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. **No construction or site work may be undertaken until a pre-construction meeting with Town staff has taken place, filing of an NPDES – EPA Permit (if required), and posting of the site-restoration financial guaranty with the Town.** Contact the Department of Public Works to arrange the pre-construction meeting.
2. The project must be built and executed as specified in the approved application package unless modifications are approved by the Planning Department & Department of Public Works, or, if Staff deems applicable, the Planning Board.
3. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.
4. Fire department access roads shall be provided at the start of the project and maintained throughout construction. Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all-weather driving surface.
5. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.
6. Prior to issuance of a certificate of occupancy, all site improvements and off-site improvements shall be completed in accordance with the plan approved by the Planning Board. In accordance with Section 6.01.d of the Site Plan Regulations, in circumstances that prevent landscaping to be completed (due to weather conditions or other unique circumstance), the Building Division may issue a certificate of occupancy prior to the completion of landscaping improvements, if agreed upon by the Planning Division & Public Works Department, when a financial guaranty (see forms available from the Public Works

Department) and agreement to complete improvements are placed with the Town. The landscaping shall be completed within 6 months from the issuance of the certificate of occupancy, or the Town shall utilize the financial guaranty to contract out the work to complete the improvements as stipulated in the agreement to complete landscaping improvements. **No other improvements shall be permitted to use a financial guaranty for their completion for purposes of receiving a certificate of occupancy.**

7. As built site plans must to be submitted to the Public Works Department prior to the release of the applicant's financial guaranty.

Design Review Committee

Assessing Department Comment Sheet

Project: Executive Health & Sports Center/Pickleball

Location: Tax Map 28 Lots 10-0 & 10-4

Date: 12/31/2025

Please send all comments by January 14, 2026

Please Return Comments to Alecia LaFlamme alaflamme@londonderrynh.gov Thank you.

Is any of the subject property in Current Use: Yes No

Are there any particular concerns regarding the following items?
(Check item of concern, explain below)

- | | |
|---|--|
| <input type="checkbox"/> Street Numbering | <input type="checkbox"/> Street Naming |
| <input type="checkbox"/> Lot Numbers | <input type="checkbox"/> Fiscal Impact |

Please fill out the following for all subdivision applications creating new lots:

Existing Map and Lot/Street Address: _____

Proposed Map and Lot/Street Address: _____

Comments:

None of the land is in current use, therefore the Assessing Department has no concerns with this project.

Submitted by: _____

Date: _____

Design Review Committee

Building Department Comment Sheet

Project: Executive Health & Sports Center/Pickleball

Location: Tax Map 28 Lots 10-0 & 10-4

Date: 12/31/2025

Please send all comments by January 14, 2026

Please Return Comments to Alecia LaFlamme alaflamme@londonderrynh.gov Thank you.

Does the proposed development conform with zoning requirements for the following (please explain any "no" or n/a" answers below or on an additional sheet):

	Yes	No	N/A		Yes	No	N/A
Use of Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Setbacks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lot Size	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Building Coverage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Any special requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning/Code Violations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Zone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Comments:

Not in a flood zone

Proposed building will encroach into wetland buffer

Lot has variance from perimeter landscape buffer

In variance application for setback and at meeting owners stated that there will be no changes of use on this lot

Submitted by: Mark Colan

Date: 1/22/26

Design Review Committee

Conservation Commission
Comment Sheet

Project: Executive Health & Sports Center/Pickleball - Conditional Use
Location: Tax Map 28 Lots 10-0 & 10-4
Date: 12/31/2025

Please send all comments by January 14, 2026

Please Return Comments to Alecia LaFlamme alaflamme@londonderrynh.gov Thank you.

	Yes	No	N/A
Are there wetlands on the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are they high quality wetlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will they be impacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could the impacts be mitigated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there other important natural resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will they be impacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could the impacts be mitigated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

CUP not available for structures in the buffer. Will need variance from zoning.

Submitted by: MBados

Date: 1-13-26

Design Review Committee

Fire Department Comment Sheet

Project: Executive Health & Sports Center/Pickleball

Location: Tax Map 28 Lots 10-0 & 10-4

Date: 12/31/2025

Please send all comments by January 14, 2026

Please Return Comments to Alecia LaFlamme alaflamme@londonderrynh.gov Thank you.

Are there any particular concerns regarding the following items? (Check item of concern, explain below)

- | | |
|---|---|
| <input type="checkbox"/> Access into the site | <input type="checkbox"/> Water lines |
| <input type="checkbox"/> Circulation within the site | <input type="checkbox"/> Fire Hydrants |
| <input type="checkbox"/> Road/Driveway design | <input type="checkbox"/> Lighting of site |
| <input type="checkbox"/> Availability of water | <input type="checkbox"/> Access to sides/rear of building |
| <input type="checkbox"/> Other issues (explain below) | |

Comments:

Per 2019 NFPA 14:

6.4.5.1 Fire department connections shall be visible and recognizable from the street or nearest point of fire department apparatus accessibility or on the street side of buildings. (The Fire Department Connection shall be relocated to the West side of the building.)

The Fire Department has no other concerns with the site plan at this time.

Submitted by: Brian Johnson, Division Chief

Date: 01/07/2026

RE: Design Review for Executive Health & Sports Center/Pickleball

From Bourque, Mark <MBOURQUE@manchesternh.gov>

Date Mon 1/12/2026 8:13 AM

To Alecia LaFlamme <alaflamme@londonderrynh.gov>

Cc Lavacchia,James <jlavacchia@manchesternh.gov>; Zedon,Tadeausz <tzedon@manchesternh.gov>; Desrosiers, Adam <adesrosiers@manchesternh.gov>; StPierre,John <jstpierre@manchesternh.gov>

 7 attachments (1 MB)

Highlander Hotel Main AS2 wc13046-1987-162.pdf; Highlander Inn Main AS wc13046-1987-162.pdf; Highlander Tennis Ct building wv95478-03-186.pdf; Highlander Way - ws88695-020569.pdf; Highlander Way 20260107100539436.pdf; MATSPEC SHEET 2025.docx; standard update 1-03-2024.pdf;

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning Alecia,

Just a few comments on the subject plans.

Sheet C-8:

Please add a note stating that the existing service to the “tennis building” is to be disconnected after the tie-over to the new fire service. The existing service is on Brown Ave. and the corporation at the main is to be shut off, copper disconnected from the corporation, and the corporation capped.

Sheet C-17;

Please change note #2 on the Wet Tap Tee Installation to reflect a minimum cover of 5’6”.

Please see attached for supporting facilities information, standard detail, and material specifications.

Best,

Mark

Mark P. Bourque
Deputy Director – Water Distribution
Manchester Water Works
281 Lincoln St.
Manchester NH 03103
Direct (603) 792-2801
Cell (603) 608-5966

Serving our community since 1871

From: Alecia LaFlamme <alaflamme@londonderrynh.gov>

Sent: Wednesday, December 31, 2025 11:48 AM

Cc: Kellie Caron <kcaron@londonderrynh.gov>; Kristan Farr <kfarr@londonderrynh.gov>; John Trottier <jrtrottier@londonderrynh.gov>; Michael Bazegian <mbazegian@londonderrynh.gov>
Subject: [External Email] Design Review for Executive Health & Sports Center/Pickleball

We have received a new Design Review for Executive Health & Sports Center / Pickleball

Please submit your comments by January 14, 2026. The DRC comment sheets are attached, and the full plan set can be accessed using the Dropbox link below.

<https://www.dropbox.com/scl/fo/xpl2t0mmqudpxzkaj9td/ADrSVt8cLSbXEIKBkT09LWQ?rlkey=khn1x3743ain8n9pvrp1b632z&st=y2rxnvf1&dl=0>

Hard copies of the plans are also available for review in the Planning Office.

Thank you,

Alecia LaFlamme
Land Use Assistant
Town of Londonderry, New Hampshire
Office: (603) 432-1100, ext. 122

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees and City volunteers regarding the business of the City of Manchester, are government records available to the public upon request. Therefore, this email communication may be subject to public disclosure.

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Design Review Committee

Police Department Comment Sheet

Project: Executive Health & Sports Center/Pickleball

Location: Tax Map 28 Lots 10-0 & 10-4

Date: 12/31/2025

Please send all comments by January 14, 2026

Please Return Comments to Alecia LaFlamme alaflamme@londonderrynh.gov Thank you.

Are there any particular concerns regarding the following items? (Check item of concern, explain below)

- | | |
|---|---|
| <input type="checkbox"/> Adequacy of Police Service to site | <input type="checkbox"/> Security at site |
| <input type="checkbox"/> Access into the site | <input type="checkbox"/> Traffic Generation |
| <input type="checkbox"/> Circulation within site | <input type="checkbox"/> Potential disturbance to neighbors |
| <input type="checkbox"/> Access to sides/rear of buildings | <input type="checkbox"/> Lighting/visibility of building/site |
| <input type="checkbox"/> Entrances into buildings | <input type="checkbox"/> Other issues (explain below) |

Comments: Londonderry Police Department has no commenr concerns for this project.

Submitted by: Deputy Chief Jason Breen

Date: 01/05/2026

Re: Executive Health and Sports Center Pickleball

From Alecia LaFlamme <alaflamme@londonderrynh.gov>

Date Mon 2/2/2026 4:27 PM

To John Trottier <jrtrottier@londonderrynh.gov>

Cc Robert Kerry <rkerry@londonderrynh.gov>

Thank you Sir.
I will place the comments in our file.

Alecia LaFlamme
Land Use Assistant
Planning and Economic Development Department
Town of Londonderry, New Hampshire
Office: (603) 432-1100, ext. 122

From: John Trottier <jrtrottier@londonderrynh.gov>

Sent: Monday, February 2, 2026 4:26 PM

To: Alecia LaFlamme <alaflamme@londonderrynh.gov>

Cc: Robert Kerry <rkerry@londonderrynh.gov>

Subject: Re: Executive Health and Sports Center Pickleball

Alecia,
See below, Bob sent his DRC comments directly to TFM.
John

From: Robert Kerry <rkerry@londonderrynh.gov>

Sent: Monday, February 2, 2026 4:14 PM

To: Jason Hill <jhill@tfmoran.com>

Cc: John Trottier <jrtrottier@londonderrynh.gov>

Subject: Executive Health and Sports Center Pickleball

Good afternoon, Jason:

The sanitary sewer plans and detail sheets for 2 & 5 Highlander Way, as submitted on 12-30-2025, appear incomplete and are not sufficient for Department's sign off. The following is a list of comments from the Department's review. This list should not be considered as all inclusive, as further Department review of applicants' re-submittals will be required.

1. The submitted sewer design flows and calculations dated 12-4-2025 are not sufficient. Please consult "Table 1008-1 Unit Design Flow Figures" from Town of Londonderry "Chapter IX – Sewer User Charge Ordinance". Please submit sewer design flows and calculations (e.g., daily discharge flows, type of discharge, peak velocities, etc.) using a unit design flow for "County Clubs – Private, Lockers &

Showers” of 20 GPD per user (99 users). Also there appears to be an infiltration calculation for 42 lf of 4” diameter pipe. Please review, revise as necessary, and resubmit. Further review by the Department of Engineering and Environmental Services will be required. All appropriate design flow calculations for the project should be prepared and stamped by a New Hampshire Professional Engineer.

2. Regarding the Sewer Access Fee: The Department’s current practice is to require payment of the Sewer Access (and Sewer Connection Fee) prior to the Town issuing the final Certificate of Occupancy. Also, referring to Appendix A, this newly proposed facility is considered a new unit where the \$12.24/GPD unit cost will apply. Please indicate if you would prefer the check that accompanied this package to be resubmitted to you or destroyed.

3. Sheet C-8 and C-9 refer to proposed SMH 1 as a “Drop Over Manhole”. Please note that Drop Over Manholes (or “Doghouse Manholes”) are no longer allowed by NHDES or this Department. As such, construction of a new manhole, similar to what is shown in the details on Sheet C-18 will be required. Any existing flows originating from upstream of the manhole construction work site shall be maintained and managed. Please revise accordingly. Please see the attached example detail for a cut-in manhole installation, and existing flow maintenance. Any proposed bypass method must be reviewed and approved by the Department prior to the start of any bypass work. Also, please clarify the current and proposed use of the small building located just downstream of proposed SMH-2 with the note “Wye Connect to Existing Service INV = 174.85”.

4. Sheet C-9 – The sewer profile view referenced in the Sheet’s title is not shown. Please re-submit to show the profile. Also, please include the location of all utility crossings on the profile.

5. Sheet C-18 – the “Typical Section” drawing located in the upper left of the sheet and the “Sewer Manhole” drawing located in the lower right of the sheet show conflicting information, and neither drawing shows all of the required information. Please refer to “TOWN OF LONDONDERRY, “NH TYPICAL DETAILS FOR SITE AND ROADWAY INFRASTRUCTURE, MAY 2009” - Sheet SW-2 to confirm that all Town requirements are included in the details for standard sewer manhole. Use of the Town details is recommended.

6. Sheet C-17 – it would be beneficial for future review to combine all sewer related details on one sheet.

7. Sheet C-19 – detail information shown on this sheet is not required for the sewer design review.

Please resubmit a revised review package as soon as possible so the Town permitting process can continue.

If you have any questions, feel free to contact me.

Thanks,

Bob

Robert (Bob) Kerry
Environmental Engineer
Londonderry Department of Engineering and Environmental Services
268B Mammoth Rd.
Londonderry, NH 03053

P (603) 432-1100 ext.132

C (603) 548-4858

F (603) 432-1128

rkerry@londonderrynh.gov

Please note my new email address: rkerry@londonderrynh.gov

MEMORANDUM

To: Planning Board

Date: March 11, 2026

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

Re: Proposed Pickleball Site Plan
Map 28 Lots 9, 10 & 10-4
5 Highlander Way

Applicant: Benton Family Realty LLC
Owner: Benton Family Realty LLC and
Manchester Airport Authority

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

Checklist Items:

1. The Applicant has not provided a utility clearance letter for water service for the new development under this application per sections 3.05 and 4.18.B of the Site Plan Regulations and item items XI.5.e of the Site Plan Application & Checklist. We recommend the Applicant provide utility clearance letters in accordance with the regulations. The Applicant has submitted a written **waiver request** for this requirement for Planning Board consideration.
2. The Applicant has not provided a utility clearance letter for sewer service for the new development under this application per sections 3.06, and 4.18.B of the Site Plan Regulation and items XI.5.f of the checklist. We recommend the Applicant provide utility clearance letters in accordance with the regulations. The Applicant has submitted a written **waiver request** for this requirement for Planning Board consideration.
3. The revised grading plan indicates a proposed utility easement is part of the project, but the information for the proposed easement was absent for the submission per item II.5 of the checklist.

Design Review Items:

1. The Applicant's proposed stormwater system from CB1 to infiltration basin 3 does not provide the minimum 36" cover over the pipe per section 3.07.g .3 of the Site Plan Regulations. It is our understanding that Class V concrete pipe is typically required by the Department of Engineering and Environmental Services when minimum cover is not provided and a waiver is requested. The revised design does not indicate Class V concrete pipe. The Applicant has submitted a written **waiver request** for this requirement for Planning Board consideration.
2. The Applicant's updated existing conditions plan does not indicate the trees greater than 15" in diameter and species per section 4.12.c.19.viii of the regulations. The Applicant has submitted a written **waiver request** for this requirement for Planning Board consideration.
3. The Applicant's updated site design plans indicate sidewalk widths of 6 feet adjacent to the buildings that do not meet the minimum width of 7 feet adjacent to buildings per section 3.08.c.2.v of the Site Plan Regulations. The Applicant has submitted a written **waiver request** for this requirement for Planning Board consideration.

4. The Applicant's revised outlet structure design for the proposed stormwater basins does not provide a vertical slotted weir to the top of the structure in compliance with exhibit D-108 and section 3.07.h of the regulations. The revised stormwater system includes lined filtration basins with underdrains that are connected to the outlet structure. The Applicant's submission does not provide information demonstrating that a vertical slotted weir would not operate in compliance with the regulations and did not meet with the Town to discuss the proposed design. The Applicant has submitted a written **waiver request** for this requirement for Planning Board consideration.
5. The Applicant's outdoor lighting design indicates lighting levels will exceed 0.2 footcandles beyond the property line which does not comply with section 3.13 and 4.165 of the Site Plan Regulations and item VIII.7 of the checklist. The Applicant has submitted a written **waiver request** for this requirement for Planning Board consideration.
6. The Applicant's revised drainage design for DMH 10 – DMH 13 on the east side of the building to infiltration basin 4 indicates pipe cover of 2 feet or less and does not provide the minimum 36" cover over the pipe per section 3.07.g .3 of the Site Plan Regulations. In addition, the pipe connection at CB7037 from CB 4 does not provide proper minimum cover. Please review and revise the design in compliance with the regulations. It is our understanding that Class V concrete pipe is typically required by Department of Engineering and Environmental Services when minimum cover is not provided and a waiver is requested.
7. The revised grading design appears to indicate the proposed swale at the north side of the proposed building will direct runoff to abutting lot 10-1, but the revised stormwater analysis does not address this issue to demonstrate compliance with section 3.07 of the regulations – no increase in runoff. Please note the Applicant's revised stormwater report does not address six (6) items noted in the design review memo. The Applicant provided the following response to these items: ***TFM: We thank the reviewer for this suggestion. While not addressed in this revision, we will address this point in the final phase of the project.***

The following drainage report review comments were provided with the above response from the Applicant:

- a. It is unclear if the existing conditions relative to subcatchment ES-3 has accounted for all upstream flow to the subject parcel from abutting lot 10-1. Please provide additional information to support the subcatchment delineation is representative of the existing conditions flow contributing to the site.
- b. The southerly delineation of subcatchment ES-2 appears to be an arbitrary line and it is unclear if the existing conditions relative to the subcatchment has accounted for all upstream flow relative to this subcatchment and how the delineation adjacent to ES-1 was determined at the top of the hill. It appears that another subcatchment may be needed in this area to account for flows southeasterly from this area. Please provide additional existing conditions spot elevations to clarify and support the subcatchment delineation is representative of the existing conditions flow contributing to and from the site development area.
- c. The submitted pre-development and post-development drainage plans do not include the areas of each subcatchment per section 3.07.b.7 and 8 or identify the abutters to the project. Please update the plans accordingly.

- d. Please clarify how post subcatchment PS 3.2 (building) directly contributes to basin 4. The plans indicate a stormwater system is adjacent to the building but the analysis of the system is absent from the stormwater analysis. Please update the analysis to demonstrate the stormwater system and connection is adequately sized for the indicated 25-year design flow.
- e. Please clarify how post pond CB3 directly contributes to basin 1. The plans indicate a stormwater swale system is at the outlet of CB3 but the analysis of the swale is absent from the analysis. Please update the analysis to demonstrate the stormwater swale and connection is adequately sized for the indicated 25-year design flow.
- f. We recommend the I&M Guidance description, Checklist and BMP location plan information in the document be placed in the plan set as typically requested by the Department of Engineering & Environmental Services.

It is unclear at this time if the Applicant has met compliance with section 3.07 of the Site Plan Regulations – no increase in runoff.

- 8. The revised grading design at Basin #1 indicates the proposed embankment grading extending beyond the property line and into the Brown Avenue right-of way at a slope of 2H:1V and does not provide a proper 3H:1V embankment slope. This impact to the roadway embankment was not part of the previous submission and the design plan does not provide a sufficient window to understand the revised impacts to the roadway. The Applicant did not meet with the Town to discuss the design review comments. It appears a reconfigured basin would reduce or eliminate impacts to the roadway. We recommend the Applicant arrange a meeting with the Department of Engineering and Environmental Services to discuss a revised design. Please update as acceptable to the Department of Engineering and Environmental Services.
- 9. The Applicant indicates the NHDES Alteration of Terrain, Londonderry Sewer Discharge Permit and Town of Londonderry Stormwater Permit are needed for the proposed development. The application did not indicate FAA permits were to be submitted that appear applicable for this project. The Applicant should submit for and obtain all project permits, indicate the permit approval numbers in the Permits & Approvals table on sheet 1 and provide copies of all permits for the Planning Department files per sections 4.13 and 4.18.e of the Site Plan Regulations and Item XII of the Site Plan Application & Checklist.
- 10. We recommend the Applicant clarify/address the following on the **Cover Sheet and Existing Conditions Plan:**
 - a. The Applicant has updated the submission to include lot 9, but the revised submission does not provide the complete boundary information for lot 9 in accordance with section 4.12.c.2 of the regulations and item V.2 of the checklist. Please update the plans accordingly.
 - b. With lot 9 now included in this latest submission, the plans do not identify if proper monuments at the property corners are provided per section 3.02 and 4.12.c.3 of the regulations and item V.3 of the checklist. Please update the plans accordingly.
 - c. Please update the cover sheet to include the Owner signatures per section 4.03 of the regulations and item V.13 of the checklist.
 - d. Please update the title blocks for the existing conditions plans to indicate lots 9 and 10-4 consistent with the other plans.
 - e. Please label the zoning for abutting lot 14-0 on the sheet.

- f. Please review and update each roadway to include the status (class) per section 4.12.c.6 of the regulations and item V.5 of the checklist.
 - g. Please label the NRCS soil boundaries and soil types on sheet 5 per section 4.12.c.13 of the regulations and item V.12 of the checklist.
 - h. Please indicate and label the overhead utility lines on the plans per section 4.12.c.22 of the regulations and item V.18 of the checklist.
11. Please label lot 10-1 on the Site Preparation & Demolition Plan.
12. We recommend the Applicant clarify/address the following on the **Site Plan, Grading and Drainage Plan, Utility Plan, and Erosion Control Plan:**
- a. Please update the plan notes to include and address lot 9 that is now part of the project area. Please review and update the plans to be consistent with the existing conditions plans.
 - b. The Applicant has not indicated or addressed outside storage in the application or on the plans. We note the site plan does indicate one dumpster is proposed that is considered outside storage. We recommend the Applicant clarify if any additional outside storage is proposed for this project and note it accordingly. If so, then compliance per section 4.3.2.B of the Zoning Ordinance should be demonstrated.
 - c. We recommend the Applicant verify the fire service location to the building with the Londonderry Fire Department per item VI.1.2.d.2 of the checklist. In addition, please verify if the Fire truck turning template for the access to the site is acceptable to the Fire Department.
 - d. We recommend the Applicant note the type of delivery vehicles anticipated to access and circulate the proposed site on the site plan.
 - e. The design indicates regrading and site improvements will occur within an existing utility easement, but the submission does not include documentation the easement owner has agreed with the proposed work and changes within the easement. Please provide documentation of agreement by the utility easement holder for inclusion in the Planning Board project file.
 - f. The site plan notes 5-foot high fences are proposed within the court area, but the detail notes a 4-foot high fence. Please update the plan and detail to be consistent.
 - g. The revised grading plans indicates a 12-foot wide access drive adjacent to Basin #4, but the plan does not indicate how men and equipment would be able to get to the access drive to maintain the basin. Please explain and update the plans to clarify and show how access for maintenance from existing travel ways would occur.
 - h. The revised design of Basin #3 does not provide the proper sediment forebay location at the end of the outlet apron from HW#4 to properly collect the stormwater sediments. Please review and revise accordingly.
 - i. The revised driveway design to basin #1 is now partially paved and has been relocated and extended near the basin but the plan does not indicate the revised alignment. Please revise the profile on sheet C-7 to provide a proper and complete alignment and profile. Please clarify the limits of the pavement in the profile for proper construction.
 - j. The revised grading design appears to indicate the proposed swale at the north side of the proposed building will direct runoff to abutting lot 10-1. In addition, the grading design does not provide spot elevations to demonstrate the design intent of the sidewalk along the building next to the swale. In addition, the revised grading implies the proposed concrete pads for equipment will be constructed upon a 3H:1V slope that

- appears incorrect. Please review and provide additional spot elevations and/or note to clarify the grading design intent of these proposed site features for proper construction.
- k. The Applicant's sewer design indicates a "Drop Over" sewer manhole on the utility plan that is not allowed by the Sewer Division. Please revise the design as acceptable to the Sewer Division.
 - l. The sewer design notes a "WYE connect to the existing service relative to the existing building but the utility plan does not show the extent of the existing sewer serving the existing building. Please review and indicate the existing sewer service on this plan and the existing conditions plan for clarity as acceptable to the Sewer Division.
 - m. The sewer profile provided with this submission (C-9) indicates portions of the sewer line will not have proper cover in a paved area (6 ft. min) and indicates pipe cover of only two feet. In addition, the profile indicates that the proper separation from proposed water is not provided. Also, please update the profile to indicate the connection of the existing sewer service to the existing building. Please review and revise the design as acceptable to the Sewer Division.
13. We recommend the Applicant clarify/address the following on the **Construction Details**:
- a. Please update the concrete sidewalk detail on sheet C-15 to indicate a 6 foot width.
 - b. Please provide a detail for the gravel driveway section for proper construction.
 - c. Please revise the typical section top of bank in the outlet structure detail on sheet C-16 to label a minimum 12-foot width for access drive as required by the stormwater regulations. In addition, please provide a detail for this access drive in the plan set.
 - d. Please revise the stormwater basin section detail on sheet C-16 to note as a filtration basin consistent with the latest design. In addition, please indicate and label the proposed liner for the revised basin and provide specifications for the liner for proper construction.
 - e. Please revise the outlet structure detail on sheet C-16 to provide the proper elevations and dimensions table per exhibit D108. In addition, please clarify how the outlet structure will operate when flow from the pond enters the top grate. This is not addressed in the stormwater analysis.
 - f. Please revise the outlet apron detail on sheet C-16 which only indicates HW#1 and #2 and does not include HW#3-7. Please revise the detail to include all the headwall apron dimensions for proper construction.
 - g. Please label the frame and grate detail on sheet C-17 as H-20 loading.
14. We recommend the Applicant address the following relative to the **Project Drainage Analysis**:
- a. The revised report is absent of the impacts to all abutting lots as required per section 3.07.b.3 of the regulations and item Xi.2.c of the checklist. Please provide a summary table in the report narrative that indicates the pre- and post-development impacts to each abutting lot and the roadways and indicates no increase in runoff in accordance with the regulations is achieved as typically required by the Town.
 - b. The analysis approach implies the wetland area located in pre-development subcatchment ES-3 flows northerly that appears to be inconsistent with the existing stormwater system located and flowing between the existing tennis courts. Please review and provide supporting information that the analysis approach that indicates runoff flow to abutting lot 10-2 and POI-3 is representative of the existing conditions. Please update the report as necessary to demonstrate compliance is achieved – no increase in runoff.
 - c. The Applicant's pond analysis for all of the proposed stormwater basins does not include or address the outlet structure top grate. Please revise each analysis accordingly.

- d. The submitted pipe summary table is incomplete and does not provide all required information per section 3.07.b.4 of the regulations and item XI.2.d of the checklist. Please update the summary table to provide complete information in accordance with the regulations.
- e. The submitted swale summary table is incomplete and does not provide all required information per section 3.07.b.5 of the regulations and item XI.2.e of the checklist. Please update the summary table to provide complete information in accordance with the regulations.
- f. The revised report project description states the site area as 33.192 acres but does not identify or address lot 9 consistent with the revised design submission. It is our understanding portions of lot 10 have been previously developed and the project appears to encompass only a portion of the lot and lot 10-4 . Please review, clarify, and revise accordingly.
- g. The revised existing conditions analysis now includes a low point existing conditions pond within subcatchment ES-5. The pond analysis calls for a 30 foot long berm at elevation 169 but the revised submission does not provide information to indicate and clarify the location and elevation of the berm noted in the analysis. It is unclear if the existing pond information is representative of the existing conditions. Please provide supporting information in an updated report to demonstrate the updated analysis information is representative of the existing conditions.
- h. The 25-year post development analysis at CB-2 indicates zero outflow from the structure and appears to be in error. Please review and revise to be representative of the design.
- i. The analysis of the proposed basins indicates an exfiltration rate of 10 inches/hour but the report does not include information that the manufactured media of this revised basin design will perform at the rate noted. Please provide supporting information in a revised report to demonstrate the manufactured media will provide the assumed exfiltration rate noted in the analysis.
- j. The amount of gravel in the post subcatchment calculations for PS1.1 and PS1.1A appears to be less than indicated on the post development plan. Please review and revise the post development calculations to be representative of the proposed conditions and demonstrate compliance is achieved - no increase in runoff.
- k. The post development analysis includes infiltration at the detention basins but the analysis attempted to demonstrate the designs have addressed frozen ground conditions (no infiltration) per the stormwater system design and management standards of the Londonderry Stormwater Regulations. However, the analysis approach did not address/consider the outlet structure at each basin. Please update the calculations accordingly and demonstrate the ponds have been adequately designed and compliance is achieved – no increase in runoff.
- l. The report does include an updated stormwater Inspection and Maintenance Manual (I&M Plan) for the stormwater management system. We recommend the Applicant update the I&M Plan to include and address the following:
 1. The Updated checklist includes items 31-36, but the locations are not shown on the I&M plan. In addition, some of the item numbers do not appear to match the description/location such as #22 is Headwall 3 and not Headwall 2 and item 13 does not list the catch basin number. Please review and update the inspection report checklist to be consistent with the location on the I&M plan.
 2. The document includes paved parking lots, driveways, and sidewalks that should be swept at least twice a year. Please update the maintenance guidelines to include this maintenance item and update the I&M plan accordingly.

3. Please update the I&M plan to indicate the snow storage areas.
15. The Applicant's updated traffic memo has addressed the previous review comments. See the Stantec review memorandum dated March 11, 2026.
16. We recommend the Applicant attach the building renderings plans to the final plans set approved by the Planning Board.
17. We recommend the Applicant verify the DRC comments for the project are adequately addressed as applicable:
 - A. Please verify the comments of Planning Department have been adequately addressed with the Planning Department.
 - B. Please verify the comments of Police Department have been adequately addressed with the Fire Department
 - C. Please verify the comments of Fire Department have been adequately addressed with the Police Department.
 - D. Please verify the comments of Conservation Commission have been adequately addressed with the Conservation Commission.
 - E. Please verify the comments of Sewer Division have been adequately addressed with the Sewer Division.

Board Action Items:

1. The Applicant has submitted six (6) separate waiver requests relative to several separate requirements of the Site Plan Regulations as noted in the letter dated February 17, 2026. The Board should carefully review each waiver request and consider each waiver request as part of the project review.

To: Ms. Kellie Caron & Ms. Kristan Farr From: Evan Drew PE PTOE RSP₁
Community Development Department Michael Leach
Londonderry, NH

CC: Mr. John Trottier, PE Stantec
Director of Engineering and 5 Dartmouth Drive Suite 200
Environmental Services Auburn, NH 03032-3984
Londonderry, NH

Project/File: 179451196 Date: March 11, 2026

Reference: Proposed Pickleball Courts Expansion – Executive Health and Sports Center – Traffic Resubmittal – Peer Review

Stantec Consulting Services, Inc. (“Stantec”) had previously reviewed the traffic memorandum, dated November 26th, 2025, by T.F. Moran, Inc. (“TFM”) regarding the expansion of the existing Executive Health and Sports Center located on Highlander Way to add twenty-one (21) outdoor pickleball courts and twelve (12) indoor pickleball courts. TFM has subsequently submitted a revised traffic memorandum, with a revised date of February 19, 2026, and a Response to Comments memorandum also dated February 19, 2026.

Stantec reviewed this memorandum following Section 3.14 of the most current Town of Londonderry’s Site Plan Regulations (Revised June 11th, 2025), the 12th Edition Trip Generation Manual by the Institute of Transportation Engineers (ITE), and industry best practices. As noted in the initial traffic memorandum review, it is our understanding that a scoping meeting between TFM and the Town did not occur. The memorandum provided covers a “short” analysis level of assessment per the Town’s Site Plan Regulations (Section 3.14.c.)

Stantec has confirmed the revised traffic memorandum has been stamped by a New Hampshire licensed professional engineer as required for Site Plan Regulations Section 3.14.c.6.

Description of Site and Roadways

As previously identified and reconfirmed, TFM provided description of roadways and a detailed description of the development itself, per Site Plan Regulations Section 3.14.c.1 and c.2. Per Stantec’s initial comment, TFM’s response is that impacts to the intersection of Highlander Way and Brown Avenue are minor and no known deficiencies or issues exist at the intersection. Stantec finds this response satisfactory.

Trip Generation and Distribution

As previously identified and reconfirmed, TFM has provided estimated vehicle trips expected via an alternative source than the ITE Trip Generation Manual, 12th Edition (most current), for Pickleball Courts (Land Use Code 489). TFM notes that as the pickleball courts are one amenity of many as part of a membership to Executive Health and Sports Center, trips associated with these courts would be existing members, but that the attraction of this amenity may increase peak period trips by ten percent (10%) by

Reference: Proposed Pickleball Courts Expansion – Executive Health and Sports Center – Traffic Resubmittal – Peer Review

increasing membership. TFM provided 15-minute peak period check-in records and identified morning and evening peak hour trip estimates for both Existing Conditions and the addition of approximately ten percent (10%) based on increasing membership. From this procedure, TFM has estimated an addition of fourteen (14) new trips derived from the pickleball courts expansion. In addition, TFM described the sport as further reducing single person trips, as players tend to carpool and may further reduce vehicular trips proposed.

Stantec's initial comments were that the procedure for bespoke trip generation estimates was acceptable, but to compare with ITE Trip Generation Manual estimates that were available for Pickleball Courts within the report as required by the Town's Site Plan Regulations Section 3.14.c.4. In the revised trip generation, TFM provided additional context for the membership-related trip generation and in the Response to Comments provided additional peak hour trip data. Stantec finds the additional information satisfactory for resolving the estimation of trips added by this site expansion.

Stantec had recommended TFM provide a specific statement regarding the trip distribution to complete the requirements of Section 3.14.c.5 of the Site Plan Regulations. In the revised memorandum, TFM provided additional detail as to the expectation of distribution, where they estimate six (6) new trips to use Highlander Way via Airport Road and eight (8) new trips to use Raymond Wiczorek Drive. Stantec finds this detail satisfactory to this requirement of the Site Plan Regulations.

Sight Distance

Stantec had noted that TFM did not include sight distance measurements for each driveway as required for Section 3.14.c.3 in the initial traffic memorandum. TFM provided a response that the driveways are existing for the site expansion and that there is not expectation of changing operations at the driveways. Unless the Town has specific recorded concerns for these access points, Stantec finds the response satisfactory as to why the sight distance evaluation was not included.

Conclusion

As with the previous submittal, TFM's conclusions summarized that the change in use has minimal impact to trip generation for the site and the traffic associated with this new use can be accommodated by the adjacent roadway network. Stantec concurs with TFM's conclusions regarding the site expansion and has satisfactorily supplemented items required from the Town's Site Plan Regulations for this level of traffic assessment.

Stantec appreciates the opportunity to review this study on behalf of the Town of Londonderry. Please reach out for any additional questions or comments.

Respectfully,

STANTEC CONSULTING SERVICES INC.



Evan Drew PE, PTOE, RSP₁
Associate - Senior Traffic Engineer
Phone: 603-263-4656
evan.drew@stantec.com