

## **LONDONDERRY, NH PLANNING BOARD MINUTES OF THE MEETING OF August 4, 2021, AT THE MOOSE HILL COUNCIL CHAMBERS**

### **I. CALL TO ORDER**

Members Present: Art Rugg, Chair; Jake Butler, Assistant Secretary; Giovanni Verani, Ex-Officio – Town Manager; Ann Chiampa, member; Deb Paul, Town Council Ex-officio; Roger Fillio, alternate member; and Jason Knights, alternate member.

Also Present: Town Planner Colleen Mailloux; Associate Planner Laura Gandia; Jose' Lovell, Assistant Department of Public Works and Engineering; and Beth Morrison, Recording Secretary

Chairman Rugg called the meeting to order at 7:00 PM, explained the exit and emergency procedures, and began with the Pledge of Allegiance. He appointed R. Fillio to vote for C. Davies and J. Knights to vote for J. Penta.

### **II. ADMINISTRATIVE BOARD WORK**

#### **A. APPROVAL OF MINUTES:**

**Member J. Butler made a motion to approve the minutes of July 7, 2021, as presented.**

**J. Knights seconded the motion.**

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

**Member J. Butler made a motion to approve the minutes of July 14, as presented.**

**R. Fillio seconded the motion.**

**The motion was granted, 6-0-1, with J. Butler abstaining. The Chair voted in the affirmative.**

#### **B. REGIONAL IMPACT DETERMINATIONS: Town Planner Mailloux informed the Board that she had none for their consideration this evening.**

#### **C. Discussion with Town Staff:**

Town Planner Mailloux informed the Board that she has one extension request for them this evening from a previously approved subdivision plan on Litchfield Road. She noted that the subdivision request was conditionally approved in February of

2018, and there have been several extension requests granted due to COVID restrictions and an easement to an abutting property. She pointed out that she asked Chris DeRosa, the applicant, to attend the meeting this evening in case the Board had any questions for him. She added that there have not been any changes in the regulations, but rather delays with bank approvals for the easements to be obtained since the property is mortgaged. She said that they are requesting an extension until October 5, 2021, which is 60-days to meet the conditions of approval.

**Member J. Butler made a motion to grant the request for an extension to meet the conditions of approval on a previously approved subdivision plan to subdivide one lot into two, Seven Litchfield Road, Map 12, Lot 20, Zoned AR-1, Seven Litchfield Road Realty Trust, LLC (Owner & Applicant)**

**D. Paul seconded the motion.**

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

Town Planner Mailloux commented that back in October of 2020, the Board granted conditional approval of a site plan, which has since been signed, for two industrial buildings at Five Aviation Park Drive. She noted that one building was for a Loomis facility and the other building was a warehouse with the user to be determined. She mentioned that at the time the plan was reviewed architectural elevations for the Loomis facility were reviewed by the Board, but the other building did not. She added that the Heritage Commission had requested that the applicant come back before the Commission once the architectural elevations for the warehouse building were ready. She reviewed the renderings on the screen with the Board. She stated that the applicant attended the July 27, 2021, Heritage Commission meeting where they reviewed and accepted the plan as presented. She asked if the Board had any questions and asked for their consensus on the renderings. J. Butler asked if the building originally was to have a big red stripe on it. Town Planner Mailloux replied that Loomis building had the red stripe, and knowing the concerns from the Heritage Commission, they came in with earth tones for this building. D. Paul asked if anyone had considered solar for the roof. Town Planner Mailloux replied that she believed they had considered it, but it might have to do with being on or near the airport and glare.

### **III. Old Business -n/a**

### **IV. New Plans/Public Hearings/Conceptual Discussions**

A. Application for formal review of a site plan amendment for the construction of a 5,000 SF clubhouse and associated site improvements, 5 Lund Street (Litchfield), Map 8 Lots 12 & 13, Zoned AR-1, Londonderry Fish & Game (Owner & Applicant)

Chairman Rugg read the case into the record. R. Fillio recused himself from this

case. Town Planner Mailloux informed the Board that there are two outstanding checklist items for which the applicant has requested a waiver as follows:

1. Checklist Item VII and Sections 3.10 and 4.14.e of the Site Plan Regulations not to submit a landscaping plan. Staff **supports** granting this waiver request due to the use of the site (private membership club with shooting range, fishing pond and trail system), its remote location, and because with the exception of the small area being disturbed for the clubhouse, a majority of the 80 acre site is wooded.
2. Checklist Item XI.5 and Sections 3.04 and 4.18.B of the Site Plan Regulations to provide utility clearance letters. Staff **supports** granting this waiver for gas, telephone and cable, as the project does not propose providing any of those utilities. Staff **supports** granting this waiver for the electric utility clearance letter for acceptance purposes only and has included a recommended condition of approval that the electric utility clearance letter be obtained prior to plan signature.

**J. Butler made a motion to grant the checklist waivers 1&2 per Staff Recommendation Memorandum dated August 4, 2021.**

**D. Paul seconded the motion.**

**The motion was granted, 6-0-0. The Chair voted in the affirmative.**

She recommended that the application be accepted as complete.

**J. Butler made a motion to accept the application as complete per Staff Recommendation Memorandum dated August 4, 2021.**

**J. Knights seconded the motion.**

**The motion was granted, 6-0-0. The Chair voted in the affirmative.**

Chairman Rugg noted that the 65-day time clock has started. Jason Lopez, P.E., from Keach-Nordstrom Associates Inc., 10 Commerce Park North, Bedford, NH addressed the Board. Richard Olson, Board of Director chairman from Londonderry Fish & Game Inc was noted to also be in the audience. J. Lopez pointed out that the club has an access easement with their physical address of Five Lund Street, Litchfield, NH. He reviewed the parcel on the screen with the Board. He noted that this proposal is to construct a 5,000 SF clubhouse and amending the 2014 site plan that permitted the construction of a shooting range. He said that they are relying on the previously approved site plan and have some waivers related to this. He mentioned that the area of interest has been reviewed by soil and wetland scientist as well as GZA Geo Environmental to conduct a wildlife assessment. He added that there were a fair number of endangered species identified in the vicinity and the report was reviewed by NH Fish & Game, of which their comments are in the application tonight. He said that they went before the Conservation Commission

and the Heritage Commission with both Commissions accepting the application as presented. He commented that some Fish & Game Board members met with Brian Johnson, Chief of Fire Prevention, regarding the gravel driveway. He said that they made a revision to one of the notes about the gravel driveways that they need to be 20-feet minimum. He said that the project impacts 54,000 SF. He pointed out that the 2014 previously approved site plan for the shooting range exceeded 100,000 SF, but since this work is being constructed within a 10-year window, this project was required to obtain an Alteration of Terrain (AOT) permit, which has been issued. He said that there will be over an acre of disturbance, so a notice of intent will be filed. He said that they submitted information to the Department of Public Works and Engineering (DPW) on the stormwater permit and will be submitting a septic design to the town and state. He stated that the clubhouse will be 5,000 SF serviced by a well and septic system. He commented that they are in the process of connecting this project to have electric service. He remarked that the parking lot is being proposed with gravel, with 31 spaces including two ADA spaces that will be on concrete slabs. He said that they do not have lights around the parking lot, just on the building and per code at points of egress. He discussed the drainage with the Board. He reviewed the remaining waivers with the Board.

Chairman Rugg opened up the discussion to the Board. Town Planner Mailloux commented that the applicant is requesting three waivers as follows:

1. Section 3.04 of the Site Plan Regulations to not provide a paved parking lot surface. Staff **supports** granting the waiver because the of the unique use (private membership club with shooting range, fishing pond and trail system) that is not open to the general public, there is no commercial traffic or truck traffic to the site, accessible parking spaces are proposed to have a concrete surface, and because the proposed gravel surface will be sufficient to hold the weight of a fire truck in all conditions.
2. Section 3.11 to not provide soil and wetland identification for the entire parcel. Staff **supports** granting the waiver as the Applicant has provided soils and wetland delineation in the area of development. A previously approved site plan on file with the Town has the wetland delineation for the entirety of the parcel.
3. The Applicant has a requested a waiver from Section 4.12 of the Site Plan Regulations to not provide 2' topographic contours for the entire parcel. Staff supports granting the waiver as the plans provide 2' contours in the area of the development.

She reviewed the remaining design review items with the Board. She said that the treatment swale does cross over two separate lots that are owned by Fish & Game and they are suggesting a lot line merger to address any potential change of property owner in the future. She added that this is a condition of approval and read that to the Board. J. Lovell reviewed some remaining engineering items. J. Butler stated that he thought the building design was fantastic and appreciated the clarification on the gravel driveway. A. Chiampa asked about PSNH easement to the

that bisects lot 15. Rick Olson, Board Chairman for Londonderry Fish & Game Club, addressed the Board. R. Olson said the easement came up when they were building the shooting range, noting that the easement was missed by an engineer. He went on stating that they approached Eversource and they have no plans to use the easement, but it does run through the shooting range. He noted that the easement was revised in 2018. A. Chiampa asked if this affected their operations. R. Olson replied that it does not.

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

Chairman Rugg brought the discussion back to the Board.

**J. Butler made a motion to grant the Applicant's request for waivers 1 -3 in accordance with Staff's Recommendation Memorandum dated August 4, 2021.**

**D. Paul seconded the motion.**

**The motion was granted, 6-0-0. The Chair voted in the affirmative.**

**J. Butler made a motion to grant conditional approval of the Londonderry Fish & Game Club site plan for the construction of a 5,000 SF clubhouse and associated site improvements, 5 Lund Street (Litchfield), Map 8 Lots 12 & 13, Zoned AR-1, Londonderry Fish & Game (Owner & Applicant) in accordance with plans prepared by Keach-Nordstrom Associates, Inc., dated February 27, 2020, last revised July 13, 2021 with the precedent conditions to be fulfilled within 120 days of the approval and prior to plan signature and general and subsequent conditions of approval to be fulfilled as noted in the Staff Recommendation Memorandum dated August 4, 2021.**

**G. Verani seconded the motion.**

**The motion was granted, 6-0-0. The Chair voted in the affirmative.**

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

## **PRECEDENT CONDITIONS**

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



1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/Stantec review memo dated August 4, 2021.
2. Any outstanding comments from the DRC Memorandum dated June 9, 2021 shall be addressed.
3. A lot merger of Map 8, Lots 12 and 13 be completed and recorded in the RCRD, or appropriate notes be added to the plan to indicate that, should the parcels be conveyed separately in the future, appropriate drainage easements be recorded at that time for the maintenance of the drainage improvements.
4. The plan be updated, to the satisfaction of the Fire Department, to indicate that the existing gravel access drive meets NFPA requirements for access, per discussions with the Fire Department.
5. Electric utility clearance letter shall be provided.
6. All waivers shall be noted on the plan.
7. All appropriate permits and approval shall be noted on the plan (including NHDES Septic Approval).
8. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
9. Third-party review fees shall be paid within 30 days of conditional site plan approval.
10. Financial guarantees be provided to the satisfaction of the Department of Public Works and Engineering.
11. 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.

B. Application for formal review of a subdivision plan to subdivide Map 10 Lot 41 into two lots, Pillsbury Road & Michels Way, Map 10 Lot 41, Zoned C-I & PUD, Woodmont Commons Planned Unit Development, Pillsbury Realty Development, LLC (Owner) and LD 2020 LLC (Applicant)

Chairman Rugg read the case into the record. R. Fillio came back to the Board. Town Planner Mailloux informed the Board that there are two outstanding checklist items for which the applicant has requested a waiver as follows:

1. Checklist Item VI.44 and Section 4.17.A.23 of the Subdivision Regulations to provide two-foot contours over the entirety of the subject parcel. The Applicant has requested a waiver from this requirement for the area of Duck Pond. Staff **supports** granting this waiver request as it is not practicable to provide topographic contours in the pond area and because 2-foot contours have been provided over the remainder of the property.

2. Checklist Item VI.28 and Section 4.16 of the Subdivision Regulations to not provide existing water, sewer, drainage and utility information. Staff **supports** granting this waiver for acceptance purposes only and has included a recommended condition of approval that an updated As-Built plan depicting those existing systems be provided in lieu of adding them to this subdivision plan.

**J. Butler made a motion to grant checklist waivers 1 & 2 as outlined in Staff's recommendation memorandum dated August 4, 2021.**

**R. Fillio seconded the motion.**

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

**J. Butler made a motion to accept the application as complete per Staff Recommendation Memorandum dated August 4, 2021.**

**A. Chiampa seconded the motion.**

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

Chairman Rugg noted that the 65-day time clock has started. Jeff Kevan, P.E., from TF Moran Inc., 48 Constitution Drive, Bedford, NH, addressed the Board. J. Kevan stated that the proposal is to create a 2.3 acre lot off Michels Way, noting the parcel is framed by Michels Way to the west, Governor Bell to the north and Settlers Lane to the east. He noted that it is on Block 2 on the overall Woodmont Commons plan. He reviewed the plan on the screen with the Board. He reviewed the PUD standards and how they comply with them.

Chairman Rugg opened up the discussion to the Board. Town Planner Mailloux told the Board that they are requesting one waiver as follows:

1. Section 4.01.C of the Subdivision Regulations to allow provide a drawing scale of 1"=150' for the Subdivision Plan and 1'=300' for the Master Subdivision Plan. Staff **supports** the granting of this waiver as the plans are legible and the provided scale allows for the overall subdivision plan to be viewed on one sheet.

She reviewed the remaining design review items with the Board.

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



Chairman Rugg brought the discussion back to the Board.

**J. Butler made a motion to grant the above waiver as outlined in Staff's recommendation memorandum dated August 4, 2021.**

**R. Fillio seconded the motion.**

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

**J. Butler made a motion to grant conditional approval of a plan to subdivide Map 10 Lot 41 into two lots, Pillsbury Road & Michels Way, Map 10 Lot 41, Zoned C-I & PUD, Woodmont Commons Planned Unit Development, Pillsbury Realty Development, LLC (Owner) and LD 2020 LLC (Applicant) in accordance with plans prepared by TFMoran, Inc., dated January 21, 2021, last revised July 14, 2021 with the following precedent conditions to be fulfilled within two years and prior to plan signature and subsequent conditions to be fulfilled as noted in the Staff Recommendation Memorandum dated August 4, 2021.**

**R. Fillio seconded the motion.**

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

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

### **PRECEDENT CONDITIONS**

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

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

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/HTA review memo dated August 4, 2021.
2. As-built plans for the existing site shall be provided to the satisfaction of the Department of Public Works and Engineering.
3. The Applicant shall provide the Owner's signature(s) on the plans.
4. Required permits and permit approval numbers shall be noted on the plan.

5. The cross access, parking, utility and drainage easements shall be provided for review and approval by the Town and shall be recorded concurrently with the final plan.
6. The parcel ID and street address for the proposed lot shall be confirmed with the Assessing Department and updated on the plans as applicable.
7. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
8. Checks for recording fees and LCHIP shall be submitted to the Town, payable to Rockingham County Registry of Deeds.
9. The Applicant shall note all general and subsequent conditions on the plans.
10. Outstanding third-party review fees, if any, shall be paid within 30 days of conditional site plan approval.
11. Financial guarantee be provided to the satisfaction of the Department of Public Works and Engineering.
12. Final engineering review.

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

### **GENERAL AND SUBSEQUENT CONDITIONS**

All of the conditions below are attached to this approval.

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

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

5. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.

C. Application for formal review of a site plan amendment for Block 2 of Woodmont Commons to construct a 19,792 SF two story medical office building and associated site improvements, Map 10 Lot 41, Pillsbury Road & Michels Way, Zoned C-I & PUD, Woodmont Commons Planned Unit Development, Pillsbury Realty Development, LLC (Owner) and LD 2020 LLC (Applicant)

Chairman Rugg read the case into the record. Town Planner Mailloux informed the Board that there is one outstanding checklist item for which the applicant has requested a waiver as follows:

1. Checklist Item V.12 and Section 4.12.c.13 of the Site Plan Regulations to provide NRCS soils. Staff **supports** granting the waiver as the Applicant has provided site-specific soils in accordance with NHDES Alteration of Terrain requirements.

**J. Butler made a motion to grant the waiver from Section 4.12.c.13 of the Site Plan Regulations and Checklist Item V.12 per Staff Recommendation Memorandum dated August 4, 2021.**

**R. Fillio seconded the motion.**

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

**J. Butler made a motion to accept the application as complete per Staff Recommendation Memorandum dated August 4, 2021.**

**D. Paul seconded the motion.**

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

Chairman Rugg noted that the 65-day time clock has started. Jeff Kevan, P.E., from TF Moran Inc. 48 Constitution Drive, Bedford, NH, addressed the Board, as well as Chris Nickerson, from Nickerson Design. J. Kevan pointed out that the site plan would be on the lot created by the previous subdivision plan he presented. He reviewed the proposal noting the building would 19,797 SF footprint with two stories for a total of 39,584 SF. He commented that the uses in the building will be a variety of medical uses, eye glass sales, nutritional supplement sales and lab space. He said that this is going to replace buildings that were part of the original site plan approval, such as Building 2.03, 2.04, 4.03, 4.08 and 4.09. He noted that

Building 2.01 is a lower level retail with upper level office space and Building 2.02 is a one-story retail building. He mentioned that they have been before the Board twice for a conceptual discussion and they submitted an outline of the PUD standards noting how they comply. He reviewed the parking on the screen with the Board. He said that the office building requires 132 parking spaces based on the PUD parking standards and they have 132 parking spaces on the site itself. He remarked that looking at the block in total they would need 174 parking spaces and there are 166 parking spaces on the site, as well as 27 parking spaces on the street, for a total of 193 parking spaces. He said that they centered the building on the lot and on either side of the building there is a two-foot stonewall with columns and a four-foot black metal fence that runs from the corner of the building to Building 2.01 where there is a connection for a sidewalk. He commented that they are working around existing utilities that have been put in the ground before this project in some places, which is one of the challenges of this project. He reviewed the drainage, utilities, lighting and landscaping with the Board. Chairman Rugg asked if the style of lighting was different from the previously used styles in Woodmont already. J. Kevan replied that it correct. He said it is different than using the goose neck decorative light, they used more of a shoebox style light in the parking lot. Chairman Rugg voiced his opinion that especially in Woodmont, they would like to see continuity throughout the whole project. A. Chiampa echoed Chairman Rugg's comment regarding the continuity of design for the project. J. Kevan replied that they felt it fit the building better. C. Nickerson commend that they will be happy to accommodate the request. J. Butler asked what type of lighting is on the main drive. J. Kevan replied that it is a decorative style light. J. Butler stated that he also agrees the lighting should be kept the same for the project. He asked if there was any lighting along the walkway along the wall. J. Kevan replied that they have implemented two of three spots where they have an acorn style lighting. J. Butler remarked that he would like to see the acorn style lighting going along the wall. J. Kevan said that they did not do this continuously, as the streets have already been designed with lighting installed to light the sidewalk area. J. Butler said that aesthetically it would be great. Town Planner Mailloux mentioned that the plan shows it at each end of the wall and thought that J. Butler was asking for the possibility of more throughout this area. A. Chiampa asked if the lights are featuring anything. C. Nickerson replied that they are more decorative. J. Kevan said that they could put one at each end of the wall and spaced some more out along the wall. A. Chiampa asked if J. Butler wanted this in addition to the street lights. J. Butler replied that he is thinking more of an addition to the street lights. R. Fillio asked if there was a difference in efficiency for a round or square structure. J. Kevan stated that since they are more decorative and lower, the lighting will be closer to the sidewalk. A. Chiampa asked if the acorn light is on a post. J. Kevan replied that it is on the wall/column. J. Knights added that he thought the lights would encourage people to walk around.

Chairman Rugg opened up the discussion to the Board. Town Planner Mailloux informed the Board that they are requesting three additional waivers to the Site Plan Regulations as follows:

1. The Applicant has requested a waiver from Section 4.01.c of the Site Plan Regulations to allow a plan scale greater than 1"=50' for the Existing Conditions Plan and the Stormwater Management Plan. Staff **supports** granting the waiver as the plans are legible at the scale presented.

2. The Applicant has requested a waiver from Section 2.04.b.4 of the Site Plan Regulations to provide an application fee based on the development area rather than the total site. Staff **supports** granting the because the Applicant submitted a fee based on the current development area which is consistent with past Board practice of allowing a reduced fee based on the area of disturbance for projects located on large parcels, and a similar waiver was previously granted for the Phase 1 site plan.

3. The Applicant has requested a waiver from Section 3.07.g.3 of the Site Plan Regulations to allow pipes with less than 36" of cover. Staff **supports** granting the waiver in one location (invert out of CB259A) due to site constraints tying into the existing drainage system, and has included a recommended condition of approval that Class 3 RCP be provided in that location.

She noted that the subdivision must be recorded prior to the site plan being signed. José Lovell reviewed the remaining design review items with the Board. A. Chiampa commented that this is considered a flex block and read from the PUD conformance memorandum stating "three buildings are proposed for the block that are oriented towards Main Street and Michels Way respectively. Each creates an attractive pedestrian environment." She went on stating that she took a look sheet C2.0 and was very surprised with the elevation along Michels Way, noting it is about three and half feet with seven steps to get into the building. She commented that she does not think that this is oriented towards pedestrians and that there is no way for a handicap person to get into the front of the building along Michels Way. She noted that there is a handicap ramp on the north side of the building, but not on the front. She voiced her opinion stating that they can create a concrete ramp along the front of the building down to the sidewalk, which would make it pedestrian friendly to all. J. Butler asked if A. Chiampa was talking about along Michels Way. A. Chiampa replied that was correct. Town Planner Mailloux said that in the PUD conformance memorandum it talked about two primary entrances, with one facing Michels Way and the other facing Governor Bell, noting that A. Chiampa concern is that the entrance is not an accessible entrance. J. Kevan pointed out that the site from Michels Way goes up by 1.5% in grade, so by the time you go 300-feet, you are three-feet high. He said that the doorway is oriented in the front, with parking around the back. He said that the door is oriented to Michels Way, with seven steps proposed, and the handicap parking spaces are in inside the parking lot with a connection between Michels Way, Settlers Lane and the building that complies with ADA standards. He remarked that they did not think putting a ramp across the front of the building would be aesthetically pleasing. C. Nickerson said that they are trying to play up the curb appeal on Michels Way. J. Butler expressed his opinion that a handicap ramp might cause a safety issue on Michels Way. He said that this might get rid of what the Board spent a lot of time working on, which



is the curb appeal. A. Chiampa said that handicap comes in all degrees and seven stairs is a lot for many seniors. She added that every time the Board had seen the rendering of the building it had been flat elevation, so this stood out to her. J. Knights said that the parking lot will be level with a handicap entrance right there. He agreed with J. Butler that might be a safety issue. J. Butler asked if they put in a handicap ramp in the front of the building, would they would need handicap parking there as well, which negates putting the parking in the rear of the building. G. Verani asked where the applicant felt the primary entry point would be. C. Nickerson replied that in the context of a medical setting, there needs to be a drop off area for patients and parking in close vicinity, and the main pull off on the left hand side of the building is where they anticipate patient arrivals to be. He said that the entrances to the east and west sides of the building, could be utilized by anyone, but more than likely will be utilized by staff. He said that the building has corridors that connect them all together. G. Verani stated that he understands A. Chiampa's concern, but most of the people will come in on the other entrances and stated that he liked the design of the building. R. Fillio commented that he did not think a ramp in the front of the building would be a good idea. A. Chiampa stated that she wished she had seen this earlier and had the knowledge about the elevations, as it changes her opinion, as she has looked at the renderings with a flat view. J. Butler asked if the steps had always been there on the previous architectural designs. Town Planner Mailloux reviewed that this is the first time the Board would have seen the plan. A. Chiampa voiced her opinion that she does not want to see this again, as the front of the building should be accessible to everyone. J. Butler stated that he does not agree. J. Kevan commented that they feel like they have three fronts to the building. J. Knights remarked that the Michels Way entrance is more decorative in nature. A. Chiampa stated that she would have asked for a handicap ramp for this even if it is not required. J. Kevan mentioned that the grade change occurs throughout the site, noting that it climbs six to seven feet by the time you get to the top of Main Street, and for future buildings along Michels Way there will be this grade change. D. Paul asked where the bike racks are on the plan. J. Kevan stated that there is one near Michels Way, but they would be happy to add another one in the back. D. Paul stated that she believed there should be more than one bike rack. She mentioned that trash is ridiculous along Michels Way and asked if they are going to put the iron rod trash barrels along the way. J. Kevan replied that he would be happy to add more. D. Paul asked if the lights would be on all the time. C. Nickerson replied that they leave perimeter lighting on all night, but the parking lights will be shut off one hour after business hours. D. Paul said that lights can be motion triggered. J. Knights stated that it is so close to the road and this might cause a problem for cars driving by. R. Fillio stated that he has been helping handicap people in town for over seven years and he would never park along Michels Way to drop anyone off. He added that he did not think anyone that is handicap would feel slighted by the entrance. J. Butler showed J. Kevan a style of lighting. A. Chiampa stated that she hopes all the lighting would not affect the sun sets you can see from that area. She said that she appreciated all the work they did on the building. J. Butler asked if the islands would connect. Town Planner Mailloux stated that is one of the conditions of approval.

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

Chairman Rugg brought the discussion back to the Board.

**J. Butler made a motion to grant the above waiver as outlined in Staff's recommendation memorandum dated August 4, 2021.**

**J. Knights seconded the motion.**

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

**J. Butler made a motion to grant conditional approval of the site plan amendment for Block 2 of Woodmont Commons to construct a 19,792 SF two story medical office building and associated site improvements, Map 10 Lot 41, Pillsbury Road & Michels Way, Zoned C-I & PUD, Woodmont Commons Planned Unit Development, Pillsbury Realty Development, LLC (Owner) and LD 2020 LLC (Applicant) in accordance with plans prepared by TFMoran, Inc., dated July 15, 2016 last revised July 15, 2021 with the precedent conditions to be fulfilled within 120 days of the approval and prior to plan signature and general and subsequent conditions of approval to be fulfilled as noted in the Staff Recommendation Memorandum dated August 4, 2021.**

**R. Fillio seconded the motion.**

**Town Planner Mailloux suggested that an additional condition be added that additional decorative features be added along the wall to the satisfaction of staff.**

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

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

## **PRECEDENT CONDITIONS**

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

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/HTA review memo dated August 4, 2021.
2. Any outstanding comments from the March 26, 2021 Design Review Memorandum shall be addressed.

3. Prior to plan signature, the associated Medical Office Building subdivision plan shall receive final approval and be recorded in the Rockingham County Registry of Deeds.
4. A note should be added to Sheet C1.2 referencing the PUD conformance memorandum submitted by the Applicant.
5. An updated submittal form and project tracking form should be provided per Sections 4.7.1 and 4.7.2 of the PUD Master Plan.
6. On Sheet C1.0 the limit of the amended site area identified on the plan does not coincide with the site plan amendment area proposed and should be modified.
7. On Sheet C1.0, the Map and Lot numbers and street addresses for the lots which have been previously subdivided should be labeled on the plan (Edgewood, Building 3.01 and Building 5.01).
8. Appropriate details for signage or striping for the ambulance parking space should be indicated on the plan. Please confirm that the proposed ambulance parking space and location is acceptable to the Fire Department.
9. An updated phasing plan shall be provided.
10. Proposed building height and square footage should be labeled on the plan.
11. Parking lot lighting fixtures should be revised to match the pole fixtures used for street lighting and parking lot lighting throughout the rest of the development.
12. All waivers and approval numbers shall be noted on the plan.
13. If the waiver for depth of cover to finished grade is granted, the plans should be revised to indicate that Class 3 RCP will be utilized in that location.
14. Owner's signature shall be provided on the plans.
15. Utility clearance letters shall be provided.
16. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
17. Third-party review fees shall be paid within 30 days of conditional site plan approval.
18. Financial guarantees be provided to the satisfaction of the Department of Public Works and Engineering.
19. 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.

Page 4 of 5

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.

## **V. Other**

Chairman Rugg informed the Board that there will not be a meeting next week as staff is still gathering information on water. Town Planner Mailloux noted that they are looking at having a presentation from NHDES at the second meeting in September about ground water and aquifer protection. Chairman Rugg noted that the Conservation Commission should be included for the NHDES presentation. Town Planner Mailloux said that there will be a workshop on the CIP in September with a public hearing in October.

## **VI. Adjournment**

**Member J. Butler made a motion to adjourn the meeting at approximately 8:54 p.m. Seconded by R. Fillio.**

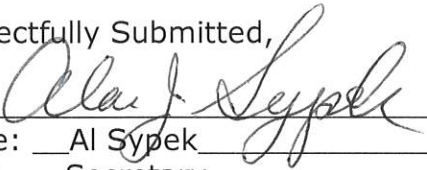
**The motion was granted, 7-0-0.**



**The meeting adjourned at approximately 8:54 PM.**

These minutes were prepared by Beth Morrison.

Respectfully Submitted,

  
\_\_\_\_\_  
Name: Al Sypek  
Title: Secretary

These minutes were accepted and approved on September 1, 2021, by a motion made by A. Sypek and seconded by R. Fillio.

## **STAFF RECOMMENDATION**

**To:** Planning Board  
**From:** Colleen P. Mailloux, AICP, Town Planner  
José Lovell, PE, Town Engineer

**Date:** August 4, 2021

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**Application:** Application for formal review of a site plan application for the construction of a 5,000 SF clubhouse and associated site improvements, 5 Lund Street (Litchfield), Map 8 Lots 12 & 13, Zoned AR-1, Londonderry Fish & Game (Owner & Applicant)

- **Completeness:** There are two outstanding checklist items for which the Applicant has requested waivers:
  1. Checklist Item VII and Sections 3.10 and 4.14.e of the Site Plan Regulations not to submit a landscaping plan. Staff ***supports*** granting this waiver request due to the use of the site (private membership club with shooting range, fishing pond and trail system), its remote location, and because with the exception of the small area being disturbed for the clubhouse, a majority of the 80 acre site is wooded.
  2. Checklist Item XI.5 and Sections 3.04 and 4.18.B of the Site Pan Regulations to provide utility clearance letters. Staff ***supports*** granting this waiver for gas, telephone and cable, as the project does not propose providing any of those utilities. Staff ***supports*** granting this waiver for the electric utility clearance letter for acceptance purposes only and has included a recommended condition of approval that the electric utility clearance letter be obtained prior to plan signature.

**Board Action Required:** **Motion to grant checklist waivers 1 & 2 as outlined in Staff's recommendation memorandum dated August 4, 2021.**

**Board Action Required:** **Motion to accept the application as complete per Staff's Recommendation Memorandum dated August 4, 2021.**

- **Waivers:** The applicant is requesting three additional waivers of the Site Plan Regulations as follows:
  1. Section 3.04 of the Site Plan Regulations to not provide a paved parking lot surface. Staff ***supports*** granting the waiver because the of the unique use (private membership club with shooting range, fishing pond and trail system) that is not open to the general public, there is no commercial traffic or truck traffic to the site, accessible parking spaces are proposed to have a concrete surface, and because the proposed gravel surface will be sufficient to hold the weight of a fire truck in all conditions.
  2. Section 3.11 to not provide soil and wetland identification for the entire parcel. Staff ***supports*** granting the waiver as the Applicant has provided soils and wetland delineation in the area of development. A previously approved site

plan on file with the Town has the wetland delineation for the entirety of the parcel.

3. The Applicant has requested a waiver from Section 4.12 of the Site Plan Regulations to not provide 2' topographic contours for the entire parcel. Staff supports granting the waiver as the plans provide 2' contours in the area of the development.

**Board Action Required: Motion to approve the Applicant's request for waivers #1-3 as outlined in the Staff recommendation memorandum dated August 4, 2021.**

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

**Board Action Required: Motion to grant conditional approval of the Londonderry Fish & Game Club site plan for the construction of a 5,000 SF clubhouse and associated site improvements, 5 Lund Street (Litchfield), Map 8 Lots 12 & 13, Zoned AR-1, Londonderry Fish & Game (Owner & Applicant) in accordance with plans prepared by Keach-Nordstrom Associates, Inc., dated February 27, 2020, last revised July 13, 2021 with the precedent conditions to be fulfilled within 120 days of the approval and prior to plan signature and general and subsequent conditions of approval to be fulfilled as noted in the Staff Recommendation Memorandum dated August 4, 2021.**

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

### **PRECEDENT CONDITIONS**

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

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/Stantec review memo dated August 4, 2021.
2. Any outstanding comments from the DRC Memorandum dated June 9, 2021 shall be addressed.
3. A lot merger of Map 8, Lots 12 and 13 be completed and recorded in the RCRD, or appropriate notes be added to the plan to indicate that, should the parcels be conveyed

separately in the future, appropriate drainage easements be recorded at that time for the maintenance of the drainage improvements.

4. The plan be updated, to the satisfaction of the Fire Department, to indicate that the existing gravel access drive meets NFPA requirements for access, per discussions with the Fire Department.
5. Electric utility clearance letter shall be provided.
6. All waivers shall be noted on the plan.
7. All appropriate permits and approval shall be noted on the plan (including NHDES Septic Approval).
8. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
9. Third-party review fees shall be paid within 30 days of conditional site plan approval.
10. Financial guarantees be provided to the satisfaction of the Department of Public Works and Engineering.
11. 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.



## MEMORANDUM

To: Planning Board

Date: August 4, 2021

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

Re: Tax Map 8, Lots 12 & 13  
Proposed Clubhouse Site Plan for  
Londonderry Fish & Game Club  
5 Lund Street – Litchfield, NH

Owner: Londonderry Fish & Game Club, Inc.

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Keach-Nordstrom Associates, 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 landscape plan for this project application per sections 3.10 and 4.14.e of the Site Plan Regulation and item VII of the checklist. The Applicant has submitted a written **waiver request** for Planning Board consideration.
2. The Applicant has not provided utility clearance letters for this project application for the indicated utilities shown on the plans per section 3.04 and 4.18.B of the Site Plan Regulation and item XI.5 of the checklist. The Applicant has submitted a written **waiver request** for Planning Board consideration.

### **Design Review Items:**

1. The Applicant's design does not provide a paved parking lot per section 3.09.K.2 of the Site Plan Regulations. We note the design does provide a concrete surface at the proposed handicap parking locations. In addition, the site plan does not indicate the individual parking spaces with paint or other permanent striping materials per section 3.09.k.1.i of the Site Plan Regulations except for the handicap spaces as noted in the detail. The Applicant has submitted a written **waiver request** for Planning Board consideration.
2. The Applicant's submission includes soils and wetland information in the vicinity of the proposed development area but does not include the soil and wetland identification for the entire subject parcels per section 3.11 of the Site Plan Regulations. The Applicant has provided note 10 on the cover sheet relative to the parcel wetlands and a note on sheet 3 relative to the parcel soils information. The Applicant has submitted a written **waiver request** for Planning Board consideration.
3. The Applicant's submission includes topographic information that appears to be based upon a field survey in the vicinity of the proposed development area on sheets 3, 5 and 6 but does not include the topography for the entire subject parcels per section 4.12.c.3 of the Site Plan Regulations. The Applicant has provided note 6 on the cover sheet relative to the parcel topography information. The Applicant has submitted a written **waiver request** for Planning Board consideration.
4. The Applicant indicates the NHDES Subsurface Disposal (septic) System permit has been submitted on the checklist. In addition, it appears a Town of Londonderry Stormwater Permit is needed for the proposed development. The Applicant should submit for and obtain all project permits, indicate the permit approval numbers on the cover sheet 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.

5. We recommend the Applicant clarify/address the following on the **Site Plan, and Grading, Drainage and Utilities, and Erosion Control Plans**:
  - a. We recommend the Applicant provide the Owner's signature block on the site plan per section 4.03 of the of the Site Plan Regulations. Please update the plan accordingly.
  - b. The grading plan does not appear to provide the proper grading for the indicated top of septic system elevation of 271.5 with the required 4 foot top of embankment width and required 3H:1V slope. In addition, it appears the bottom of the sediment forebay area is graded at 2H:1V and steeper than the 3H:1V maximum typically required by the Town. We recommend the Applicant review and revise the grading in the vicinity of the septic system to provide the proper design grading and update the sediment forebay grading to 3H:1V. Also, please provide a construction detail of the sediment forebay in the plan set for proper construction.
  - c. The project development area is along the parcel tract lines with the development plans indicating building setbacks along the parcel lines. With the common ownership for the parcels, it seems appropriate to consolidate or voluntary merge the two parcels that would eliminate the setbacks.
6. We recommend the Applicant clarify/address the following on the **Construction Details**:
  - a. Please update the concrete walk detail I to provide a minimum 8" crushed gravel under the sidewalk consistent with Exhibit R103 of the Town's standard details.
  - b. Please update the trash enclosure details to include details of the proposed gate to clarify screening is provided and for proper construction.
7. We recommend the Applicant address the following relative to the **Project Drainage Report**:
  - a. The revised report only includes the swale summary information for the treatment swale, but does not provide a swale summary table for each swale shown on the grading plans per section 3.07.b.5 and item XI.2.e of the checklist. Please update the report accordingly.
  - b. The revised pre-development calculations provided for subcatchment 1S indicate existing gravel surfaces for hydrologic soil groups B and C with a CN value of 98 for both soil types that are misrepresented. A CN value of 98 in both soil groups represents pavement that does not exist at the site. The Applicant should revise the CN values to properly represent the existing gravel surface conditions (i.e. CN= 86 for Group B and CN=89 for Group C soils). Please update the existing condition calculations as necessary to be representative of the existing conditions. Please verify compliance is achieved, no increase in runoff.
  - c. The post-development calculations provided for subcatchment 1S indicate proposed pavement at the site with a CN value of 98 for the noted gravel surface that is contrary to the proposed design conditions information shown on the submitted plans (gravel parking). Please update the CN Value in the calculations as necessary to be representative of the proposed gravel parking and driveway conditions (i.e. CN= 86 for Group B and CN=89 for Group C soils). Please verify compliance is achieved, no increase in runoff.
  - d. The Applicant should update the operation and maintenance plan to include the stormwater practice location plan that appears to be missing. In addition, we recommend the project documentation notes under section I. General be updated to state copies of the operation and maintenance inspection reports shall be filed with the Town on an annual basis as typically requested by the Department of Public Works.

8. 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 Fire Department have been adequately addressed with the Fire Department.

**Board Action Items:**

1. The Applicant has submitted five (5) written waiver requests to the Site Plan Regulations as noted in the letters dated April 15, 2021, May 20, 2021, and July 13, 2021. The Board will need to consider the waiver request as part of the project review.

**Board Information Items:**

1. The Applicant's existing access drive is located at 5 Lund Road in Litchfield, NH.

## **STAFF RECOMMENDATION**

**To:** Planning Board  
**From:** Colleen P. Mailloux, AICP, Town Planner  
José Lovell, PE, Town Engineer

**Date:** August 4, 2021

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**Application:** Application for formal review of a subdivision plan to subdivide Map 10 Lot 41 into two lots, Pillsbury Road & Michels Way, Map 10 Lot 41, Zoned C-I & PUD, Woodmont Commons Planned Unit Development, Pillsbury Realty Development, LLC (Owner) and LD 2020 LLC (Applicant)

- **Completeness:** There are two outstanding checklist items for which the Applicant has requested waivers:
  1. Checklist Item VI.44 and Section 4.17.A.23 of the Subdivision Regulations to provide two-foot contours over the entirety of the subject parcel. The Applicant has requested a waiver from this requirement for the area of Duck Pond. Staff **supports** granting this waiver request as it is not practicable to provide topographic contours in the pond area and because 2-foot contours have been provided over the remainder of the property.
  2. Checklist Item VI.28 and Section 4.16 of the Subdivision Regulations to not provide existing water, sewer, drainage and utility information. Staff **supports** granting this waiver for acceptance purposes only and has included a recommended condition of approval that an updated As-Built plan depicting those existing systems be provided in lieu of adding them to this subdivision plan.

**Board Action Required:** **Motion to grant checklist waivers 1 & 2 as outlined in Staff's recommendation memorandum dated August 4, 2021.**

**Board Action Required:** **Motion to accept the application as complete per Staff's Recommendation Memorandum dated August 4, 2021.**

- **Waivers:** The Applicant is requesting one waiver for this project.
  1. Section 4.01.C of the Subdivision Regulations to allow provide a drawing scale of 1"=150' for the Subdivision Plan and 1'=300' for the Master Subdivision Plan. Staff **supports** the granting of this waiver as the plans are legible and the provided scale allows for the overall subdivision plan to be viewed on one sheet.

**Board Action Required:** **Motion to grant the Applicant's waiver request as outlined in Staff's Recommendation Memorandum dated August 4, 2021**

- **Recommendation:** Based on the information received to date, Staff recommends that conditional approval be granted with a Notice of Decision to read substantially as follows:

**Board Action Required:** Motion to grant conditional approval of a plan to subdivide Map 10 Lot 41 into two lots, Pillsbury Road & Michels Way, Map 10 Lot 41, Zoned C-I & PUD, Woodmont Commons Planned Unit Development, Pillsbury Realty Development, LLC (Owner) and LD 2020 LLC (Applicant) in accordance with plans prepared by TFMoran, Inc., dated January 21, 2021, last revised July 14, 2021 with the following precedent conditions to be fulfilled within two years and prior to plan signature and subsequent conditions to be fulfilled as noted in the Staff Recommendation Memorandum dated August 4, 2021.

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

### **PRECEDENT CONDITIONS**

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

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/HTA review memo dated August 4, 2021.
2. As-built plans for the existing site shall be provided to the satisfaction of the Department of Public Works and Engineering.
3. The Applicant shall provide the Owner’s signature(s) on the plans.
4. Required permits and permit approval numbers shall be noted on the plan.
5. The cross access, parking, utility and drainage easements shall be provided for review and approval by the Town and shall be recorded concurrently with the final plan.
6. The parcel ID and street address for the proposed lot shall be confirmed with the Assessing Department and updated on the plans as applicable.
7. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
8. Checks for recording fees and LCHIP shall be submitted to the Town, payable to Rockingham County Registry of Deeds.
9. The Applicant shall note all general and subsequent conditions on the plans.



10. Outstanding third-party review fees, if any, shall be paid within 30 days of conditional site plan approval.
11. Financial guarantee be provided to the satisfaction of the Department of Public Works and Engineering.
12. Final engineering review.

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

**GENERAL AND SUBSEQUENT CONDITIONS**

All of the conditions below are attached to this approval.

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

## MEMORANDUM

To: Planning Board

Date: August 4, 2021

From: Planning and Economic Development  
Department of Public Works & Engineering  
  
Hoyle, Tanner & Associates, Inc.

Re: Subdivision Plan  
Tax Map 10, Lots 41  
Pillsbury Road, Michels Way  
and Governor Bell Drive

Owner: Pillsbury Realty Development, LLC  
Applicant: Pillsbury Realty Development, LLC)

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TFMoran Inc. submitted plans and supporting information for the above-referenced project. DRC and the Town's engineering consultant, Hoyle, Tanner and Associates, 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 Item:

1. The Applicant has not provided two-foot contours in the area of Duck Pond, as required by Checklist Item VI.24. and Section 4.17.A.23. of the Subdivision Regulations and has requested a **waiver**.
2. The Applicant has not identified existing water, sewer, drainage and utility information on the plan and has requested a **waiver** from Checklist Item VI.28. and LSR 4.16.

### Design Review Items:

1. The Applicant has requested a **waiver** from LSR 4.01.C for plan scale. They have provided the Subdivision Plan at 1"=150' and Master Subdivision Plan at 1"=300'.
2. The Applicant should add the Block/Building Notes for proposed Lot 41-106, to include maximum block perimeter, maximum block face, Building Type, maximum building height, Lot Type, dimensional lot requirements (frontage, depth, area, setbacks)
3. The Applicant should include Utility Clearance letters for the proposed telephone utility per LSR 3.05., LSR 4.18.B., and Checklist item X.7. (Unless telephone will be provided by Comcast.)
4. The Applicant should coordinate municipal sanitary sewer service with the Town and include the permit number on the plan set per LSR 3.07.
5. The Applicant should provide copies of deeds of easements per LSR 4.18.D. and Checklist items II.6, V.8 and VI.8 for review by the Town prior to recording.
6. The Applicant should include all symbols used in the legend per LSR 4.08.
7. We recommend that the Applicant address the following items related to the **Sheet 1** :
  - a. The Applicant has provided the note regarding plans to be finalized required by LSR 4.11.O., however; the note indicates the set includes six (6) sheets, yet seven (7) total sheets were provided. Further, the Applicant should clarify if the intent is to record the Cover Sheet, or just Sheets 1-3.

- b. The Applicant has not included construction-related notes required by LSR 4.11.P, Q., and R. and has indicated they will be provided on the site plan.
14. We recommend that the Applicant address the following items related to the ***Subdivision Plan (2 and 3 of 6)***:
- a. The Applicant has not labelled the zoning of all abutting land owners (on the southwest side of Lot 41) as required by LSR 4.12.C.5.
  - b. The Applicant has not labelled/dimensioned the right-of-way and has noted pavement width of "varies" related to adjacent streets, where information is required by LSR 4.12.C.6.
  - c. The Applicant has not included an owner's signature as required by LSR 4.12.C.16.

**Board Action Items:**

- 1. The Applicant is requesting three(3) waivers to the Site Plan Regulations as noted in the waiver request letter dated January 22, 2021. The Board will need to consider the waiver under this application.

**Board Information Items:**

- 1. This submission is for approval of an amended site plan originally approved by the Board on 6/21/18.

## **STAFF RECOMMENDATION**

**To:** Planning Board  
**From:** Colleen P. Mailloux, AICP, Town Planner  
José Lovell, PE, Town Engineer

**Date:** August 4, 2021

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**Application:** Application for formal review of a site plan amendment for Block 2 of Woodmont Commons to construct a 19,792 SF two story medical office building and associated site improvements, Map 10 Lot 41, Pillsbury Road & Michels Way, Zoned C-I & PUD, Woodmont Commons Planned Unit Development, Pillsbury Realty Development, LLC (Owner) and LD 2020 LLC (Applicant)

- **Completeness:** There is one outstanding checklist item for which a waiver has been requested:
  1. Checklist Item V.12 and Section 4.12.c.13 of the Site Plan Regulations to provide NRCS soils. Staff **supports** granting the waiver as the Applicant has provided site-specific soils in accordance with NHDES Alteration of Terrain requirements.

**Board Action Required:** **Motion to grant the waiver from Section 4.12.c.13 of the Site Plan Regulations and Checklist Item V.12 per Staff Recommendation Memorandum dated August 4, 2021.**

**Board Action Required:** **Make a motion to accept the application as complete per Staff Recommendation Memorandum dated August 4, 2021.**

- **Waivers:** The applicant is requesting three additional waivers of the Site Plan Regulations as follows:
  1. The Applicant has requested a waiver from Section 4.01.c of the Site Plan Regulations to allow a plan scale greater than 1"=50' for the Existing Conditions Plan and the Stormwater Management Plan. Staff **supports** granting the waiver as the plans are legible at the scale presented.
  2. The Applicant has requested a waiver from Section 2.04.b.4 of the Site Plan Regulations to provide an application fee based on the development area rather than the total site. Staff **supports** granting the waiver because the Applicant submitted a fee based on the current development area which is consistent with past Board practice of allowing a reduced fee based on the area of disturbance for projects located on large parcels, and a similar waiver was previously granted for the Phase 1 site plan.
  3. The Applicant has requested a waiver from Section 3.07.g.3 of the Site Plan Regulations to allow pipes with less than 36" of cover. Staff **supports** granting the waiver in one location (invert out of CB259A) due to site constraints tying into the existing drainage system, and has included a recommended condition of approval that Class 3 RCP be provided in that location.

**Board Action Required: Motion to approve the Applicant's request for waivers 1-3 as outlined in the Staff recommendation memorandum dated August 4, 2021.**

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

**Board Action Required: Motion to grant conditional approval of the site plan amendment for Block 2 of Woodmont Commons to construct a 19,792 SF two story medical office building and associated site improvements, Map 10 Lot 41, Pillsbury Road & Michels Way, Zoned C-I & PUD, Woodmont Commons Planned Unit Development, Pillsbury Realty Development, LLC (Owner) and LD 2020 LLC (Applicant) in accordance with plans prepared by TFMoran, Inc., dated July 15, 2016 last revised July 15, 2021 with the precedent conditions to be fulfilled within 120 days of the approval and prior to plan signature and general and subsequent conditions of approval to be fulfilled as noted in the Staff Recommendation Memorandum dated August 4, 2021.**

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

### **PRECEDENT CONDITIONS**

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

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/HTA review memo dated August 4, 2021.
2. Any outstanding comments from the March 26, 2021 Design Review Memorandum shall be addressed.
3. Prior to plan signature, the associated Medical Office Building subdivision plan shall receive final approval and be recorded in the Rockingham County Registry of Deeds.
4. A note should be added to Sheet C1.2 referencing the PUD conformance memorandum submitted by the Applicant.
5. An updated submittal form and project tracking form should be provided per Sections 4.7.1 and 4.7.2 of the PUD Master Plan.

6. On Sheet C1.0 the limit of the amended site area identified on the plan does not coincide with the site plan amendment area proposed and should be modified.
7. On Sheet C1.0, the Map and Lot numbers and street addresses for the lots which have been previously subdivided should be labeled on the plan (Edgewood, Building 3.01 and Building 5.01).
8. Appropriate details for signage or striping for the ambulance parking space should be indicated on the plan. Please confirm that the proposed ambulance parking space and location is acceptable to the Fire Department.
9. An updated phasing plan shall be provided.
10. Proposed building height and square footage should be labeled on the plan.
11. Parking lot lighting fixtures should be revised to match the pole fixtures used for street lighting and parking lot lighting throughout the rest of the development.
12. All waivers and approval numbers shall be noted on the plan.
13. If the waiver for depth of cover to finished grade is granted, the plans should be revised to indicate that Class 3 RCP will be utilized in that location.
14. Owner's signature shall be provided on the plans.
15. Utility clearance letters shall be provided.
16. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
17. Third-party review fees shall be paid within 30 days of conditional site plan approval.
18. Financial guarantees be provided to the satisfaction of the Department of Public Works and Engineering.
19. 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.





## MEMORANDUM

To: Planning Board

Date: August 4, 2021

From: Planning and Economic Development  
Department of Public Works & Engineering

Re: Medical Office Building Site Plan  
At Woodmont Commons  
Michels Way  
Tax Map 10, Lots 41, 52, & 54-1

Hoyle, Tanner & Associates, Inc.

Owner: Pillsbury Realty Development, LLC  
Applicant: LD 2020 LLC (Chris Nickerson)

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TFMoran Inc. submitted plans and supporting information for the above-referenced project. DRC and the Town's engineering consultant, Hoyle, Tanner and Associates, 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 Item:

1. The Applicant has not identified NRCS Soils per Londonderry Site Plan Regulations (LSPR) 4.12.c.13. The Applicant has requested a **waiver** from the requirement per LSPR 3.11 and 4.12.c.13. and Checklist item V.12. The Applicant is using Site Specific Soil Survey information instead per Alteration of Terrain (AoT) permit requirements.

### Design Review Items:

1. The Applicant has requested a **waiver** from the filing fee requirements in LSPR 2.04.b.4. to not provide the Site Plan Application Fee based on the total site area, but instead base the filing fee on the Medical Office area for the initial phase of the project.
2. The Applicant has requested a **waiver**, from LSPR 4.01.c. to allow a plan scale greater than 1" = 50' for the Existing Conditions Plan and Stormwater Management Plan.
3. There is one pipe (invert out of CB259A) that does not provide the minimum 36" of cover as required by LSPR 3.07.g.3. The Applicant has requested a **waiver** from the Site Plan Regulations.
4. The Applicant should confirm that the updated plan/design has been provided to NHDES as a revision to the Alteration of Terrain Permit and obtain an amended permit if determined by NHDES to be applicable.
5. The Applicant has graphically delineated the limit of site plan amendment on the P.U.D. Conformance Plan; however, a substantial area outside the description of the current scope is within the graphical depiction. Per the plan purpose, the revisions remove multifamily residential buildings 2.03, 2.04, 4.07, 4.08 and 4.09, to be replaced with one new medical building. The Applicant should clarify the intent of the revision within the graphical depiction outside of the Medical Office Building site area.
6. The Applicant should provide updated phasing information per Londonderry Site Plan Regulations (LSPR) 4.18. The area in the current submittal was not included on the prior Phase 1 phasing plan.
7. The Applicant has provided a note indicating that the plan set contains a total of 6 sheets, however, the Index of Sheets on the Cover Sheet indicates that more than 6 sheets are relevant to the current project.

8. The Applicant should provide locations for installation of erosion control measures per LSPR 3.03.e.
9. The Applicant has not provided Utility Clearance Letters for telephone (unless Comcast will provide telephone service) per LSPR 3.04.
10. The Applicant should dimension the driveway widths on the plan per LSPR 3.08.b.6. and 4.04.B.
11. The Applicant should provide the Planning Board approval block on only the cover sheet (C0), site plan (C1.2) and landscape plan (C4.0), per LSPR 4.03 and Checklist item III.4.
12. The Applicant should provide a note on the plan indicating structure height and should label the number of proposed building stories on the plan per LSPR 4.04.E.
13. The Applicant should include required benchmarks on each sheet of the plan set per LSPR 4.05.
14. The Applicant should include a legend on each sheet of the plans per LSPR 4.08.
15. When obtained, the Applicant should provide all applicable permit numbers, including Town of Londonderry Sanitary Sewer and Town of Londonderry Stormwater Permit on the plans per LSPR 3.06.a., LSPR 4.11.n., and Checklist Item IV.1.n., XII.1. and XII.8. The Applicant has not provided copies of all required permits as required by Checklist item XII. and in accordance with LSPR 4.13., and 4.18.e. When received, copies of all permits should be submitted for the Planning Department file.
16. We recommend that the Applicant address the following items related to the **Existing Conditions Plan (V1.1 through V1.3)**:
  - a. The Applicant should provide the information required by LSPR 4.12 and Checklist item V. on the Existing Conditions Plan. The Applicant has referenced "as-built" on the Checklist, but as-builts were not provided with the current submittal. The Applicant has provided an "as-built" plan in lieu of providing on the Existing Conditions plan the information required by LSPR 4.12 and Checklist Item V. The Applicant should verify that the as-built plans are acceptable to the Department of Public Works and Engineering and revise as necessary.
  - b. The Applicant should label the adjacent right-of-way widths per LSPR 4.12.c.6.iii. and Checklist item V.5.c.
  - c. The Applicant should provide the owner's signature, per LSPR 4.12.c.16. and Checklist item V.13.
  - d. The Applicant should include the plan and deed references per LSPR 4.12.c.23. and Checklist item V.19.
17. We recommend that the Applicant address the following items related to the **Site Layout Plan Sheet C 1.2**:
  - a. The Applicant has not identified any areas for loading and unloading of goods per LSPR 3.09.d., 4.04.D., and WCMP 2.3.4.C.

18. We recommend that the Applicant address the following items related to the **Utility Plan Sheet C 3.0:**
- a. The Applicant should include sizing information for the proposed water and hydrant service lines per LSPR 3.05.
  - b. The Applicant should label separation requirements in plan view for the water and gas service lines proposed next to each other.
  - c. The Applicant has not provided updated sanitary sewer design calculations as required by LSPR 3.06.a.
19. We recommend that the Applicant address the following items related to the **Site Layout Plan Sheet, C 1.2:**
- a. The proposed medical offices building eliminates an existing driveway stub on Michels Way on the east side of the road, between the two roundabouts. As there will be no entrance in this location, the Applicant should remove the southbound left turn pocket, close the opening in the median, remove any signing pertaining to the removed turn pocket, reduce the number of crosswalks to one, and add parallel parking spaces on Michels Way as space permits between the existing parallel parking stalls and the location of the crosswalk to remain.
  - b. Note 6 detailing the accessible parking calculations; it appears the required and provided accessible spaces have not been updated for Block 2.
  - c. Though the Applicant has provided sufficient accessible spaces, there are no accessible spaces shown in the proximity of buildings 2.01 and 2.02, the nearest accessible spots are at the Medical Office entrance. The Applicant should provide accessible spaces close to buildings 2.01 and 2.02.
  - d. It appears none of the accessible spaces provided by the Medical Office meet the requirements of a Van Accessible space. The Applicant should confirm by providing dimensions and revise the parking to include at least one Van Accessible space per 25 accessible spaces provided.
  - e. The Applicant should provide sight distance documentation for the driveways accessing Settlers Lane from the Medical Office parking lot per WCMP 2.3.3.F. and LSPR 3.08.b.8.
  - f. The Applicant has not provided signage for the accessible spaces; sign callouts should be provided.
  - g. The Applicant has not labelled any motorcycle parking spaces required for lots with more than 100 parking spaces per WCMP 2.3.4.B.
  - h. The Applicant should consider relocating the dumpsters shown adjacent to the southern driveway access to Settlers Lane, nearest Building 2.02. As currently shown, trucks emptying the dumpsters will block the drive throat. Additionally, depending on the style of garbage collection truck, it is likely that the truck driver will not have a visual sight line to pedestrians on the adjacent sidewalk when backing up to maneuver to collect the dumpster contents.

20. We recommend that the Applicant address the following items related to the **Grading and Drainage Plan Sheet C 2.0:**
- The Applicant should include the HGL elevations for the pipes per LSPR 3.07.b.4. Additionally, the Applicant shall include the peak discharge, depth of flow, and peak velocity for the design storm for each pipe.
  - The Applicant should update the minimum pipe size to 15" per LSPR 3.07.g.1.
  - The Applicant should review and confirm the size of the pipe out of CB235. Per the plans it is noted as 18" and per HydroCAD it is 24".
21. We recommend that the Applicant address the following items related to the **Stormwater Management Report:**
- The Applicant should provide a more detailed post development drainage summary of the area to be permitted under the current site plan application. The HydroCAD calculations include the updated site area; however, there is no discussion of the area in the report text.
  - The Applicant should add subcatchment areas in acres (square feet was provided) to the pre-development plans per LSPR 3.07.b.7. and to the post-development plans per LSPR 3.07.b.8. Additionally, it is unclear of the contour interval on the pre-development plans as the contours appear not to be labeled.
  - The Applicant should specify ADS N12 pipe instead of high density polyethylene (hdpe) pipe per LSPR 3.07.g.5.
22. We recommend that the Applicant address the following items related to the **Traffic Memorandum:**
- The Applicant satisfactorily addresses sight distance on Michels Way and Main Street but does not mention Settlers Lane. The two Settlers Lane entrances to the parking lot should be evaluated for sight distance and commented on in the Traffic Memorandum.
  - The Applicant stated their case that the proposed Medical Office does not exceed the threshold of anticipated office space in the master plan which is accurate. The Applicant should ensure continued communication with the Town to ensure the overall thresholds for the land uses are not exceeded as future blocks are developed.

**Board Action Items:**

- The Applicant is requesting three(3) waivers to the Site Plan Regulations as noted in the waiver request letter dated January 22, 2021. The Board will need to consider the waiver under this application.

**Board Information Items:**

- The Applicant has previously obtained three waivers for the project relative to application fee, plan scale, and SCS soils data.