

## Central New Hampshire Regional Planning Commission

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**DATE:** NOVEMBER 10, 2015

**TO:** ALLENSTOWN PLANNING BOARD

**FROM:** MATT MONAHAN, CNHRPC

**RE:** ST GERMAIN/ALLENSTOWN SCHOOL DISTRICT #06-2015

**CC:** HOLDEN ENGINEERING (via email)

The applicant, Robert and Elizabeth St. Germain, submitted an application for Map 122 Lots 223, 224, and totaling 9.4 +/- acres on land owned by the same for the purpose of adjusting the lot line between the two properties. The site is located at 50 Main Street, within the R1 Zone, the Groundwater Protection Overlay District.

CNHRPC initially received a set of plans for the proposed Subdivision on July 10, 2015. The plan sets reviewed were entitled LOT LINE ADJUSTMENT PLAN ALLENSTOWN SCHOOL DISTRICT AND ROBERT ST GERMAIN MAP 112, LOTS 223, 224 & 237 FERRY STREET TOWN OF ALLENSTOWN MERRIMACK COUNTY, NEW HAMPSHIRE and dated June 19, 2015 and consisted of 1 sheet of 1 as prepared by Holden Engineering.

Pursuant to the request of the Town of Allenstown Planning Board, CNHRPC reviewed the plans for compliance with the Allenstown Subdivision Regulations and applicable requirements. A memorandum intended to apprise the Planning Board of submittal items required by the Allenstown Subdivision Regulations that were missing from the plan as well as zoning and general planning issues that should be considered with the proposed Subdivision was submitted to the Board and the Applicant on August 7, 2015. The Applicant has since submitted items and updated information in response to the August 7 review memorandum. This memorandum is intended to apprise the Planning Board of any issues that still remain.

### SUBMITTAL DETAILS

CNHRPC INITIALLY reviewed the following plans and documents:

- A plan set LOT LINE ADJUSTMENT PLAN ALLENSTOWN SCHOOL DISTRICT AND ROBERT ST GERMAIN MAP 112, LOTS 223, 224 & 237 FERRY STREET TOWN OF ALLENSTOWN MERRIMACK COUNTY, NEW HAMPSHIRE and dated June 19, 2015 and consisted of 1 sheet of 1 as prepared by Holden Engineering.
- A cover letter dated July 1, 2015 and signed by Stephen M. Goldman of Bianco Professional Association.
- A Town of Allenstown Subdivision Application.
- A letter of authorization signed by Robert St. Germain
- A letter of authorization signed by Elizabeth St Germain.
- A letter from the Allenstown School Board indicating they are ok with the pursuant application.

- A copy of a check in the amount of \$825 dated July 1, 2015, number 3176.
- An abutters list.

The following items were received by CNHRPC on March 14, 2014 and were considered with this **UPDATED** review memorandum:

- A plan set LOT LINE ADJUSTMENT PLAN ALLENSTOWN SCHOOL DISTRICT AND ROBERT ST GERMAIN MAP 112, LOTS 223, 224 & 237 FERRY STREET TOWN OF ALLENSTOWN MERRIMACK COUNTY, NEW HAMPSHIRE and dated June 19, 2015, with a revision date of November 2, 2015 and consisted of 2 sheets as prepared by Holden Engineering.
- An updated abutters list.
- A waiver request.

### **TOWN OF ALLENSTOWN SUBDIVISION CHECKLIST & SUBDIVISION REGULATION REQUIREMENTS**

The following are advisory comments based upon the Town of Allenstown Subdivision Regulations and Subdivision Checklist Requirements used during the consideration of materials received by CNHRPC pertaining to this proposal.

#### **Overall Summary:**

The applicant is seeking approval to transfer approximately 2,300 square feet from the School District to Robert St Germain. The Lot Line Adjustment will result in buildings that currently are split by the property line to be located entirely on Mr. St Germain's lot. Major areas of focus for the project will include:

- Potential Conditions of Approval:
  - Bounds need to be set prior to plan's recording. A stamped and signed letter indicating they were set under his supervision provided by the surveyor will suffice.
  - Professional stamps and signatures (surveyor and wetland scientist) as well as owner signatures need to be on the final plan.
  - All waivers granted and conditions of approval need to be on the final plan.
  - Applicant must provide PDF versions of the final approved and signed plans.
  - Any other conditions sought by the Board.
- Potential Course of Action:
  - Applicant's presentation.
  - Planner presents concerns in this memorandum.
  - Board makes determination of regional impact.
  - Board acts on waivers.
  - Board acts on completeness.
  - Board opens public hearing.
  - Board closes public hearing, deliberates and votes.

#### **Allenstown Subdivision Checklist Requirements:**

1. Checklist Item 8 (5.02b) – Stamp and signature of surveyor will be needed on the final plan set.

2. Checklist Item 11 (5.02g.1) – A plan note indicating that the monuments/bounds were/will be set under surveyor supervision was not on the plan.

**Waivers Requested from Subdivision Regulation Items:**

The applicant has requested waivers from the following sections of the Subdivision Regulations:

- Checklist Item 12 for wetland delineation
- Checklist Item 13 for existing and proposed drainage facilities.
- Checklist Item 21 for topography at 2-foot intervals.
- Checklist Item 27 for soil delineation and groundwater table depth not shown on the plan

The waiver requests seem reasonable given the nature of the proposal.

**DEVELOPMENT OF REGIONAL IMPACT**

3. In accordance with RSA 36:56, the Board shall determine if the proposal is a development of regional impact:

“A local land use board, as defined in RSA 672:7, upon receipt of an application for development, shall review it promptly and determine whether or not the development, if approved, reasonably could be construed as having the potential for regional impact.” That said, the proposal does not appear to have a regional impact.

**OTHER COMMENTS**

The following are advisory comments based upon commonly held planning principles and the review of the plans received. These comments represent the opinion and professional discretion of the reviewer in considering the materials received in relation to this proposal.

1. There were no department head comments with the proposal.
2. The applicant should provide PDF electronic versions of the plans and all supporting documents, as well as abutter mailing labels.
3. The Applicant should demonstrate to the Board that all fees to the Town have been paid.
4. Any conditions of approval and waivers granted should be listed on the mylar to be signed.
5. Bounds need to be set prior to plan's recording. A stamped and signed letter provided by the surveyor indicating they were set under his supervision will suffice.

Given the nature of the proposal and the items submitted, the application could be considered substantially complete.

Any item indicated in this memo as missing from the plan could be a condition of approval if the Board felt such item(s) are relevant and are not waived. If the Board chooses to invoke jurisdiction and accept this application as complete, the timelines set forth in RSA 676:4C shall apply. If the application is accepted as complete, the Planning Board can enter into a public hearing if such a hearing was properly noticed in accordance with 676:4D.