

ECM

Eric C. Mitchell & Associates, Inc.
Planning, Site Design, Surveying, Environmental

March 2, 2016

Town of Allenstown Planning Board
Dana Pendergast, Town Planner
16 School Street
Allenstown, NH 03275

Re: Subdivision Plan Review-“4NH Homes/Mike Gallo”
Deerfield Tax Map 413, Lot 62
Allenstown Tax Map 402, Lot 15-23
Mount Delight and Middle Roads
Allenstown & Deerfield, New Hampshire
ECM Job No. 14-61

Dear Dana:

Eric C. Mitchell & Associates, Inc. (**ECM**) is writing this letter in response to a review letter received from the Central NH Regional Planning Commission, Matt Monahan, CNHRPC dated February 25, 2016 for the “4NH Homes/Mike Gallo” project. We have addressed the aforementioned review letter and our response is as follows. The review comment is repeated below in *italics* with our response and/or action below each comment in **bold**.

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 annex 0.57 acres from an abutting lot in Deerfield creating a 10-acre lot, then subdivide the new lot into two 5-acre lots. Major areas of focus for the project will include:

- Major Issues:

- *Coordination with Deerfield: The proposal will need to be approved by both boards. In addition, a development of regional impact (DRI) decision will need to be made by the Board. Given that a portion of the project is in Deerfield CNHRPC feels that it is reasonable to assume that the project has a regional impact. See DRI section below for details.*

No Comment

- *Lot Shape: The proposed lots need to be assessed by the Board in regards to the lot shape requirements of the Subdivision Regulations. Alternatively, the Board could entertain a waiver request. See below for more discussion and details regarding lot shape.*

A waiver has been requested.

- *Stormwater Management: Stormwater issues stem from drainage along the roadway. The TRC meeting found that 15” culverts will be needed for each driveway that is proposed. A drainage swale along the westerly property line of lot 152-3, along with an easement, will be needed to process the stormwater. Also, temporary erosion control measures are needed. A drainage analysis will be needed to assess the adequacy of the swale and culverts in processing the stormwater (a summary report could be adequate). Lastly, all of these things will be needed to determine if the proposal complies with the requirements of the Stormwater Management Ordinance.*

A drainage summary has been provided and driveway culverts, drainage swale and erosion and sediment controls have been added as Sheet 4.

- *Waivers need to be considered.*

No Comment

- Technical Review Committee Comments:

- *Road Agent: Water flow along Mount Delight is a concern. A culvert should be placed at each proposed driveway. Each culvert should be 15”.*

Provided

- *Planner, Road Agent, Building Inspector: A drainage swale along the westerly property line on lot 152-3 should be installed to treat the runoff emanating from the two culverts. An easement should be created around it.*

Provided

- *Town Administrator: The easement document will need to be reviewed by the Town Attorney as a condition of approval. TA would also like to review it as well.*

The proposed easement is shown on the plans and the easement deed will be provided as a condition of approval.

Present at the February 22, 2016 TRC: Matt Monahan, CNHRPC Planner; Shaun Mulholland, Town Administrator; Dana Pendergast, Building Inspector/Fire Chief; Ronnie Pelissier, Road Agent; Larry Anderson, Sewer Commission; Eric Mitchell, agent for the applicant.

- Potential Conditions of Approval:

- *Plan note indicates that bounds have been set.*

Understood

- *The Allenstown Driveway Permit is received.*

Understood

- *The Deerfield Planning Board approves the plan.*

Understood

- *An easement document for the drainage swale is received and reviewed by the Town's attorney at the applicant's expense and the Town Administrator.*

Understood

- *Professional stamps and signatures (surveyor and wetland scientist) as well as owner signatures need to be on the final plan.*

Understood

- *All waivers granted and conditions of approval need to be on the final plan.*

Understood

- *Any other conditions sought by the Board.*

Understood

- *Post-Construction Inspection Escrow, in an amount determined by the Town's Engineer, for inspection of all public infrastructure, roads, and drainage structures.*

Understood

- 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 Items 13, 17 & 25 (5.01.b, 5.01f, 5.02c, 5.02d & 5.02e) – The drainage swale that may be depicted on Lot 152-3 will need to depict an easement around it.*

Completed

2. *Checklist Item 14 (5.01c, 5.02c & 5.02e) – A soils legend is on the plan, though the soils are not shown.*

Completed

3. *Checklist Item 15 (5.01d & 5.02c) - Per TRC comments, culverts for each proposed driveway need to be depicted and should be labeled as 15” culverts. Additionally, a drainage swale, with an easement around it, needs to be depicted along the westerly property line of lot 152-3.*

Completed

4. *Checklist Item 19 (5.01h) – An existing culvert is shown at the Allenstown/Deerfield Town Line. The dimensions and direction of flow need to be shown for this culvert. Proposed culverts for each proposed driveway need to be depicted and should be labeled as 15” culverts per Road Agent TRC comments.*

Completed

5. *Checklist Item 28 (5.02e & 5.02d) – At the Technical Review Committee meeting, the Road Agent indicated concerns with regard to roadway drainage. As such, culverts were proposed to be installed at each driveway and a drainage swale located on Lot 152-3. A drainage analysis of some kind should be done to assess the adequacy of these proposed improvements.*

Completed

6. *Checklist Item 36 – Compliance with the Stormwater Management Ordinance will be possible once drainage analysis, erosion control measures, and the drainage improvements (driveway culverts and swale) are provided.*

Information has been provided.

7. *Checklist Item 39 (5.02j) – Temporary erosion control measures need to be shown on the plan.*

Completed

8. *Checklist Item 58 (6.02g) – Section 6.02g.6 of the Subdivision Regulation states:*

“All lots shall be approximately rectangular in shape, and should not have a depth in excess of four (4) times their width, except where extra depth or non-rectangular shape is necessary due to topography and/or natural conditions.”

The Planning Board will need to interpret as to whether or not the lot shapes meet this definition, notably the portion where it allows for exception to the 4:1 ratio in the event that it is necessary due to “topography and/or natural features.” Another option is to entertain a waiver request.

A waiver has been requested if needed.

Waivers Requested from Subdivision Regulation Items:

The applicant has requested a waiver from:

- *Item 23, Subdivision Regulation Section 5.02c for ties to the State Plan Coordinates.*
- *Item 28, Subdivision Regulation Sections 5.02j and 5.02j1 for a drainage report.*
- *Item 38, Subdivision Regulation Section 5.02j for new electric utilities to be placed underground.*

With the exception of the waiver request for Item 28, drainage report, the other waiver requests seem reasonable. At the Technical Review Committee meeting, the Road Agent indicated concerns with regard to roadway drainage. As such, culverts were proposed to be installed at each driveway and a drainage swale located on Lot 152-3. A drainage analysis of some kind should be done to assess the adequacy of these proposed improvements.

As stated above, a drainage summary has been provided along with driveway culvert and drainage swale sizing and erosion and sediment control.

DEVELOPMENT OF REGIONAL IMPACT

9. *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 appear to have a regional impact given that a portion of the project is located in Deerfield. A vote by the board indicating that the project has a regional impact will result in the need to notify the Town of Deerfield and Central New Hampshire Regional Planning Commission (meeting minutes via certified mail). This will result in the application being continued.

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.

10. *Approval of the proposal by the Deerfield Planning Board should be a condition of approval.*

Understood

11. *Changing the plan note currently indicating that bonds will or have been set under the surveyor's supervision to that they have been set should be a condition of approval.*

Understood

12. *Receipt of Town of Allenstown Driveway Permit should be a condition of approval.*

Understood

13. *Attorney review of the easement document should be a condition of approval. An escrow check should be provided as well to accommodate this review.*

Understood

14. *Any conditions of approval and waivers granted should be listed on the final plan to be signed.*

Understood

Given the nature of the proposal and the items submitted, the application could be considered substantially complete once waivers are granted, the lot shape issues is resolved, and the drainage/stormwater issues are addressed (culverts, swale/easement, temporary erosion control measures).

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.

Eric C. Mitchell Associates, Inc. (**ECM**) trusts that this letter in association with the revised plans addresses any concerns you may have relative to the "4NH Homes/Mike Gallo" project review.

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Should you have any further questions or concerns please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Eric C. Mitchell". The signature is written in black ink and is positioned above the typed name and title.

Eric C. Mitchell

President