



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE**

**PLANNING DEPARTMENT**

**P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360**

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<b>Project Name: Flawless Floors</b>		
<b>MEETING DATE:</b> March 16, 2023	<b>APPLICANTS:</b> Ian & Elizabeth Sarbacker 29 Brookline Street Pepperell MA	<b>APPLICATION TYPE:</b> Site Plan – Flawless Floors <b>APPLICATION NO:</b> SP#2023: F-004-3
<b>APPLICATION STATUS:</b> <input type="checkbox"/> Accepted: 65 days expires: <input type="checkbox"/> Approved: <input type="checkbox"/> Extension:	<b>APPLICANT'S REP:</b> Meridian Land Services, Inc. Sam Foisie PO Box 118 Milford, NH 03055	<b>REVIEWED BY:</b> Michele Decoteau, Town Planner  First Review: 02.22.23 Second review
<b>EXECUTIVE SUMMARY:</b> This is an application by Ian and Elizabeth Sarbacker for a site plan DESIGN REVIEW on F-004-3 (1.44 acres). They are proposing to move their business, Flawless Floors, to Brookline and to add a 2,200 square foot building, driveway and parking for 11 vehicles. This lot is in the Commercial/Industrial District.		

**LAND USE HISTORY**

1989, July – Commercial Site plan for 4 buildings on F-004 after consolidation of F-003 & F-004.

1989, July – Variance to Article V A&B was granted with the conditions that an adequate buffer between Parking and Residential Subject to Planning Board Approval.

1990 – Commercial Site plan for 7 buildings on F-004 – 90% commercial and 10% office space. Development called Post Office Square. HCRD Plan #30698.

2000 – Lot consolidation of F-002, F-004, F-155, & F-156 then subdivide F-004 into 6 lots. F-002, F-155 & F-156 to be enlarged to meet current zoning requirements.

2003 – Consolidation plan for F-004-5 and F-155. HCRD Plan #32703.

2005 – Updates to the drainage easements on F-004, F-004-1 and F-002. HCRD Plan #33718.

2018 - Lot line Adjustment between lots F- 002, F-004-1, F-004-2, F-004-3. F-002 was subsequently subdivided into two lots. HCRD Plan #39940.

**Waiver requests:**

Section 4.6.03b – Parking the front setback

Section 6.1.01j – High Intensity Soil Mapping

**Documents:**

Name	Prepared/Submitted by	Date & Notes	New?
<b>Site Plan Application</b> <ul style="list-style-type: none"> <li>• Application</li> <li>• Letter with waiver request</li> <li>• Checklist - Site Plan</li> <li>• Fees worksheet</li> <li>• Abutter labels</li> <li>• Deed</li> <li>• Building Section</li> <li>• Artist rendition</li> <li>• Septic Plan (dated 8/29/2022)</li> </ul>	Meridian Land Services	2/14/2023	X
Revision A	Applicant	3/3/2023	X
Driveway Application and fee	Applicant	2/14/2023	X
Select Board Review		2/21/2023	X
Fire Dept Review		2/23/2023	X
Building Inspector Review		2/28/2023	X
BPV Director Review		2/28/2023	X
Health Officer Review		3/7/2023	X

**PLANNING STAFF APPLICATION REVIEW & COMMENTS.**

Comments: Staff reviewed the plans dated 02/14/23 3/3/2023 and had the following comments:

1. Missing letter from utilities agreeing to service (6.1.01s).  
**Requested by applicant, but not available yet.**
2. Missing color elevations of buildings.  
**Missing color elevation of the building. Appendix J: Construction & Architectural Design provides guidance on building style.**
3. Drainage plan from subdivision is likely adequate for this location but should be updated with current owners and responsible parties for O&M of stormwater infrastructure. SWPP should be filed with the Town in case of emergency.  
**O&M plan is missing and applicant said it would be provided. No SWPP available.**
4. Stormwater – the stormwater plan should show the flow of stormwater on the lot. **Done!**
5. Buffer zone should cover parking lot not just building between residential use of Lot D-078 (6.1.01t).  
**Applicant noted that area next to the parking lot will be for snow storage and cannot have a vegetative buffer. Concern is light trespass to adjacent residential use.**
6. Landscape plan should include information on maintenance of the buffer plantings. What happens if the arbor vitae die the first spring? **Applicant addressed this on the revised plan.**
7. Any state approvals, including septic plans, should be added to the notes on page 3. **Done!**
8. Missing the artist rendition of the sign (6.1.01gg).

Incomplete. Applicant wants to leave this to the Building Inspector. Only a monument sign is noted on the plan and lighting plan does not show the sign lighted in any way. Will there be a building sign?

9. Owners' signature – either provide a dated signature on the first plan or application. Include the printed name. (Owners must sign final plan too).  
Application signed by owner. Applicant will provide owner signature on final plan.
10. Page 2 of Site Plan – in the Erosion notes (Note #1) add the correct map and lot number; please change storm SEWER to storm DRAIN to avoid confusion. Done! Note was corrected to refer to a page in the plan, D-1.
11. Page 3 – Please review the key and use symbols that are distinct. Reference plan has a typo: 10/11/18. Please correct the boundary lines for the RA and CI districts. This lot is NOT in the aquifer protection district. Applicant updated symbols and corrected Aquifer Protection District line. Zoning District of lot F-155 should be clarified at some point, but not part of this site plan.
12. Page 4 – Note #1, please direct the reader to the page with the Erosion Control Plan. Done!
13. Page 5 – Please clarify if this will be warehouse or retail space or both. Add the landscaping key or direct the reader to the page with the landscape key. Add a condition (here or Page 3) that the retaining wall will be designed/engineered by a NH licensed PE and this will be provided to the Town prior to a certificate of occupancy being issued.  
Applicant has updated the purpose of the plan on GN-1 and landscaping has been removed from SP-2. The retaining wall will be less than 4 feet tall and will not need to be engineered.
14. Page 6 - Note 4 – Please add language that state the Planning Board will be consulted before any major changes to the plan and if changes are made, an “as-build” plan will be provided to the Town. Note #9 is missing the book and page number (use place holder). Done!
15. Page 7 – Note 4 – missing space between “five(5)” Done!

## **COMMENTS FROM OTHER DEPARTMENTS**

### Health Officer:

The leaching system uses the Enviro-Septic product that has a patent pending. Does the Planning Board/Department have any prior experience with approval of this particular leaching system such that feedback could be provided on its effectiveness and/or any known issues?

Design plan is otherwise well prepared and no known issues appear to be present that would be of concern from a public health perspective.

### Fire Department:

1. There needs to be a Knox box installed
2. The distance to the nearest fire protection needs to be on the plans
3. A detailed plan of how the flooring and associated products are going to be stored needs to be submitted to ensure compliance
4. Annual inspections are required

### Building Inspector:

Engineering Required for retaining walls over 4 feet.

**BPW Director:**

- 1- 1805.01 states a max of 25ft of driveway AT property line. This plan technically meets that spec as at the line it is shown as 24ft but widens as it proceeds onto town property. Sounds like something we should reword going forward to say "where driveway meets existing roadway and within town property or right of way."
- 2- Drawing shows their driveway culvert using a town catch basin as a collector. I'm not sure how I feel about this as a culvert remains the responsibility of the land owner but if their properties sediment going through their culvert fills OUR catch basin, especially where the inlet of the culvert is shown as being completely on their property...that shouldn't be our problem. Not sure the best answer or suggestion here.

Selectboard: No comment

**COMMENTS FROM ABUTTERS/PUBLIC**

None as of 3/16/2023

**PROCEDURE**

Board to review: Waiver request: review. Does the applicant need any other waivers such as:

1. Artist rendition of the sign (6.1.01 gg)
2. Color elevation of the building (Appendix J)

This is a DESIGN REVIEW. Review is non-binding but involves more specific detail and notice to abutters. Acceptance and approval of the application is not noted in the Site Plan Regulations.

**Staff Check list**

Tax Map/Lot	F-004-3
Lot Area:	1.44 acres
Current Land Use:	vacant
Steep slopes:	No
Road Access/ Closest intersection	Off Post Office Drive
Zoning District:	Commercial/Industrial
Overlay Districts:	None
Surface Waterbodies:	None

Notes

- ☒ Waivers    ☐ Conditional Use Permit    ☐ Special Exception    ☐ Variance    ☒ Easements  
☐ HOA/Condo    ☐ Road Bond  
State permits:    ☐ Driveway Permit (DOT)    ☐ Subdivision    ☐ Wetlands (Dredge and Fill)  
☐ Alteration of Terrain    ☐ Shoreland

Application Acceptance Checklist – This is design review

- ☒ Application properly submitted  
☒ 8 print copies and one 11 x 17 pdf copy  
☒ Application fees paid  
☒ Abutter list and labels provided    ☐ Plan meets submission requirements including all necessary waivers