



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

PLANNING DEPARTMENT

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

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Project Name: Cutler and Burnham SD		
MEETING DATE: September 21, 2023	APPLICANTS: Federal Hill Properties, LLC Amos White 25 Merrit Parkway Nashua, NH 03062	APPLICATION TYPE: Subdivision APPLICATION NO: SD#2023-2:F-034
APPLICATION STATUS: <input type="checkbox"/> Accepted: 65 days expires: (Nov 25) <input type="checkbox"/> Approved: <input type="checkbox"/> Extension:	APPLICANT'S REP: Meridian Land Services, Inc. Sam Foisie PO Box 118 Milford, NH 03055	REVIEWED BY: Michele Decoteau, Town Planner First Review: 08.29.2023
EXECUTIVE SUMMARY: This is an application by Federal Hill Properties, LLC to subdivide Lot F-034 (6.42 acres) into two lots. F-034 will retain 4.394 acres (176,408 sf dry, 15,330 sf wet) and F-034-I will be 2.021 acres. Proposed access will be through a shared driveway. These lots are in the Residential - Agricultural district and partially within the Aquifer Protection Overlay District.		

LAND USE HISTORY

No previous Land Use cases on this property

Documents:

Name	Prepared/Submitted by	Date & Notes	New?
<u>Site Plan Application</u> <ul style="list-style-type: none"> • Application • Cover letter • Abutter list • Fees • Plat dated August 9, 2023 • Checklist • Waiver Request letter • Project Narrative 	Sam Foisie, Meridian Land Services	August 23, 2023	X
Stormwater Management Plan	Noah C. Green/Samuel Foisie	August 23, 2023	X
DPW Review	Mike Wenrich	Sept 1, 2023	X
Fire Department Review	Charles Corey	Sept 15, 2023	X

Conservation Commission Rev		Sept 13, 2023	X
Selectboard Review		Sept 5, 2023	X
Town Engineering Review	KV Partners	Sept 7, 2023	X
NH DOT Driveway Permit	DOT	Sept 11, 2023	X
Stormwater Insp & Maintenance Plan	Applicant	Sept 14, 2023	X
Plan of Land E. Pearl McCard	Applicant	Sept 15, 2023	X
Response letter 1	Applicant	Sept 7, 2023	X
Response letter 2	Applicant	Sept 14, 2023	X
Plan set C	Applicant	Sept 8, 2023	X

PLANNING STAFF APPLICATION REVIEW & COMMENTS.

Comments: Staff reviewed the plans dated August 9, 2023, and had the following comments:

1. Missing name of subdivision [Section 4.6.04a]
 - a. **Resolved: Cutler and Burnham**
2. Please add locations of all existing wells and septic systems within 100 feet of the lots [Section 4.6.04b].
 - a. **Letter states they did their best, but well and septic information is missing from lots F-029, F-030, F-031**
3. Missing location of electric or other utilities [4.6.05f]
 - a. **Resolved: Utilities are noted**
4. Missing width of existing streets [4.6.04d]
 - a. **Resolved: page 3 & 4**
5. Common driveways must comply with Section 7.5 of the Brookline Subdivision Regulations including identification and design.
 - a. **Letter states that they are complying, but PB should follow up with the location of the common driveway marker location.**
6. Name and seal of land surveyor – Sam Ingram’s address is noted on the front but Randy Haight’s seal is on the plans.
 - a. **Resolved to be consistently Randy Haight**
7. Please provide a copy of reference plan #2
 - a. **Resolved: Plan was provided to the town**
8. Note 1 on pg 3/7 needs a space between “F-34” and “is” and this correction should be replicated on subsequent pages.
 - a. **Resolved**
9. Note 3 on pg 3/7 refers to an Open Space Development. This lot does not qualify as an Open Space Development lot. Also setbacks are incorrect – 30 feet from the front, 15 feet side/rear, and 50 feet from wetlands. The last sentence reads as if there are two 50 foot buffers/setbacks from wetlands which is incorrect. Please correct the note. This correction should be replicated on subsequent pages.
 - a. **Resolved**
10. Note 6 on pg 3/7 – correct “it’s” to “its.” This correction should be replicated on subsequent pages.
 - a. **Resolved**
11. Note 7 on pg 3/7 should include specific waiver request or this needs to be noted somewhere on the plans.
 - a. **Resolved**
12. Note 11 on pg 3/7 is grammatically incorrect. Please clarify the last sentence. This correction should be replicated on subsequent pages.

- a. **Resolved**
- 13. Please make sure that all symbols are shown in the legend.
 - a. **Resolved.**
- 14. Lighting – if a street light is required by DOT, please add this to the plan.
 - a. **Pending NHDOT requirement**

Action items for approval after acceptance:

- Respond to all department and Town Engineer comments
- Legal documents for shared driveway easements, copies of other easements
- House numbering
 - 167/169
- Stormwater O&M plan for stormwater infrastructure once built
 - Resolved with Inspection & Maintenance Plan
- SWPP copy must be provided to the Town
- School bus stop locations
 - Route 13
- Off-site improvements, if required by DPW
 - None requested
- Letter from LP Surveyor regarding bounds being set

COMMENTS FROM OTHER DEPARTMENTS

Town Engineer

1. The project includes two linear detention/infiltration basins to mitigate the increase in peak flow rates. The analysis indicates that the proposed house, driveway, and most of the lawn areas will be contained to the portion of the lot uphill of where the linear basins are located. With a long linear lot as proposed and the septic systems located away from the driveways, an assurance (plan note or some other method) must be provided that lot construction will be limited to the areas uphill of the basins so the increase in flows can be mitigated as indicated in the calculations.
2. A detail is required for the proposed basins that indicates slopes, berm widths, stone size and depth, outfall configurations, and surface treatments.
3. A long-term maintenance plan is required for stormwater basins

Building Official:

BPW Director:

1. No off-site improvements envisioned on this property

Conservation Commission: No Comment

Fire Department:

1. Based on our calculations from our 2016 waterhole measurement project, the distance from the nearest fire protection source is 2472' to the entrance of the proposed common driveway. This means that the houses would likely be outside the 2500' maximum allowable distance from a water source which will require additional fire protection measures. This can include a cistern or residential home sprinklers.
2. The angle of approach can be more than a 1-foot drop in 20 feet. Currently it shows a 2-foot drop in 20 feet.

Health Officer: N/A

Selectboard: No comment

COMMENTS FROM ABUTTERS/PUBLIC

Waiver requests:

Section 4.6.06f – Letters of Intent to provide services from utilities at the time of application

PROCEDURE

This is a minor subdivision and eligible for expedited review – meaning accept and approve in one meeting if all the requirements are met.

Fees were paid and notices were sent out. Before acceptance, please vote on the WAIVER request.

Remaining information needed for initial acceptance is listed in the initial review section and highlighted below:

1. Please add locations of all existing wells and septic systems within 100 feet of the lots [Section 4.6.04b].
 - a. Letter states they did their best but well and septic information is missing from lots F-029, F-030, F-031
2. Common driveways must comply with Section 7.5 of the Brookline Subdivision Regulations including identification and design.
 - a. Letter states that they are complying, but PB should follow up with the location of the common driveway marker location.
3. Fire Department Review.
 - a. Angle of approach
 - b. Fire protection since they are more than 2500' from the fire protection on Rock Raymond Road.

Once accepted, here is the list of items that are needed for approval and anything else the Planning Board decides they need.

1. Easement language for the shared driveway – that has not been provided for review

Potential Conditions for approval:

- All fees associated with the case review and meeting attendance shall be paid within 30 days of approval
 - A letter from the Surveyor shall be received stating that all bounds are in place prior to the recording of the final plan.
 - All permit numbers and waivers recorded on final plan
 - Letter from Utilities agreeing to service provided prior to recording of the final plan
 - The applicant shall submit 8 paper copies of the final plan and a permanent, reproducible Mylar within 60 days of approval.
 - The following conditions of approval shall be noted on the final plan
1. Fire Protection information

Items for Acceptance:Application Acceptance Checklist

- ☒ Application properly submitted
- ☒ 8 print copies and one 11 x 17 pdf copy
- ☒ Application fees paid
- ☒ Abutters Noticed and Notices posted on Sept 7 - 11
- ☐ Plan meets submission requirements including all necessary waivers

Staff Check list

Tax Map/Lot: F-034
Lot Area: 6.42 acres
Current Land Use: vacant
Steep slopes: Yes
Road Access/ Closest intersection: Route 13
Zoning District: Residential and Agricultural
Overlay Districts: Aquifer Protection – tiny sliver on the south side
Surface Waterbodies: none

Notes

☒ Waivers ☐ Conditional Use Permit ☐ Special Exception ☐ Variance ☒ Easements

☐ HOA/Condo ☐ Road Bond

State permits needed: ☒ Driveway Permit (DOT) ☒ Subdivision ☐ Wetlands (Dredge and Fill)

☐ Alteration of Terrain ☐ Shoreland

Application Acceptance Checklist

- ☒ 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