



# Town of Merrimack, New Hampshire

Community Development Department

6 Baboosic Lake Road

Town Hall - Lower level - East Wing

Planning - Zoning - Economic Development - Conservation

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## **MEMORANDUM**

**Date:** July 15, 2015

**To:** Robert Best, Chairman, & Members, Planning Board

**From:** Jillian M. Harris, AICP, Planning & Zoning Administrator  
Emily Edwards, Planning Intern

**Subject: Home Health & Hospice Care (applicant/owner)** – Review for Acceptance and consideration of Final Approval for a waiver of full site plan review for a proposed parking lot expansion for an existing two story office building. The parcel is located at 7 Executive Park Drive in the C-2 (General Commercial), Aquifer Conservation District and 100/500 year Flood Hazard Areas. Tax Map 4D, Lot 071.

**Background:** The subject property comprises approximately 2.4 acres located at 7 Executive Park Drive in the C-2 (Commercial) and Aquifer Conservation Districts, and the 100 and 500 year Flood Hazard Areas. This site currently serves as the headquarters for Home Health and Hospice Care. The property is bordered along the west, north, and south by commercially zoned properties; and on the east by land owned by the State of New Hampshire and the F.E. Everett Turnpike. The site is serviced by municipal water and sewer.

The applicant is seeking a waiver of a full site plan review to permit a parking lot expansion for an existing two-story, 20,825 s.f. office building site. The required number of parking spaces for this site is 70. There are currently 69 spaces on the site. The proposed parking expansion will provide 27 additional parking spaces; bringing the total number of spaces to 96.

The site has two separate driveways, which access separate parking areas located on the south and north sides of the building. The proposed parking expansion is to the southerly parking area only. No changes are proposed for the northerly parking area, the existing building, the site access, the site lighting, or the utilities.

According to the project narrative, the existing storm water management system in the southerly parking lot consists of a single catch basin, which is connected by underground pipe to the existing closed drainage system in Executive Park Drive at the southerly site entrance drive. The applicant is proposing a new storm water management design which incorporates a closed drainage system consisting of a new catch basin, fitted with a gas trap, and underground pipes which are connected to an underground infiltration trench system designed to comply with Merrimack storm water design regulations. The infiltration system is designed with an overflow outlet pipe to an existing onsite catch basin, which in turn connects to the closed drainage system in Executive Park Drive. The purpose of this design is to avoid any disturbance to Naticook Brook.

**Completeness:** Staff recommends that the Board vote to accept the application, as it is substantially complete and contains sufficient information to invoke the Board's jurisdiction and to allow the Board to make an informed decision.

**Waivers:** In addition to the waiver of a full site plan review, the applicant is requesting a waiver of Section 7.05 (D) (19), requiring the construction of a paved pedestrian way or sidewalk along all existing or proposed streets.

**Recommendation:** Staff recommends that the Board vote with respect to any requested waivers utilizing the criteria from RSA 647:44:

- Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or
- Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

**The planning staff recommends that the Board grant conditional final approval to the application with the following precedent conditions to be fulfilled within 6 months and prior to plan signing, unless otherwise specified:**

1. Final plans to be signed by the Property Owner;
2. The applicant shall note any waivers granted by the Board on the plan (including Section, and date granted) as applicable;
3. The applicant shall submit a planting plan to the Community Development Department for administrative approval;
4. The applicant shall address the following comments from the Public Works Department:
  - a. The proposed drainage ties into the Town's public system. Although the drainage calculations indicate the design meets compliance with the Town regulations, the Public Works Department has some concerns about the design allowing more contaminants into the existing catch basin, which ties into the public system. The Public Works Department suggests having both catch basins flow initially to the infiltration trench so that the majority of storms (2 yr frequency rate) would infiltrate instead of flowing into the public system, which flows into Naticook Brook.
5. The applicant shall address any forthcoming comments from the Wastewater department (as applicable);
6. The applicant shall address any forthcoming comments from the Conservation Commission (as applicable);
7. The applicant shall address the following planning staff technical comments. (Below)

#### **Planning Staff Technical Comments**

1. Please remove the "Preliminary – Not for Construction" notes on all applicable sheets.

**Staff also recommends that the following general and subsequent conditions are also placed on the approval:**

1. The applicant is responsible for recording the plan (including recording fee and the \$25.00 LCHIP fee, check made payable to the Hillsborough County Treasurer) at the Hillsborough County Registry of Deeds. The applicant is also responsible for providing proof of said recording(s) to the Community Development Department;

Ec: John Getts, President/CEO of Home Health and Hospice Care, Applicant/Owner  
Earle D. Blatchford, Land Surveyor and Engineer  
Wetland Consulting Services, Inc., Consultant  
Kyle Fox, Deputy Director of Public Works/Town Engineer  
John Manuele, Fire Department  
Carol Miner, Secretary, Building Department  
Fred Kelley, Building Official, Building Department

Cc: Planning Board File  
Correspondence