



MEMO

TO: Planning Board
FROM: Dylan Smith, Town Planning Director
DATE: September 12, 2017
RE: Application Review – Oak Ridge Terrace
140 Pine Hill Road
Map & Lot: 0100-0020

OVERVIEW

This is a proposed subdivision plan for a cluster development of 5 residential lots and one mixed use commercial lot on a parcel that is 22.8 acres in size (based on our GIS database). The site is located in the Route 1-6 zoning district

JURISDICTION

This is an application for preliminary plan approval of a major residential cluster subdivision and also the development of commercial mixed use lot off Route 1. The applicant submitted a conceptual plan in May and the Planning Board performed a site visit after the conceptual review meeting. This will be a two-step review process and jurisdiction is limited by Site/Sub §5.3, §5.4, as well as zoning §4.1.4. This application is classified as a major subdivision (greater than 4 lots).

RECOMMENDATIONS

- A. Application Acceptance. I have reviewed all application materials and based on the materials provided believe the Board should review this plan as a conceptual/sketch plan. Please see my comments below.
- B. Public Hearing. Following the application acceptance vote or lack thereof, conduct the public hearing to identify any issues or concerns relevant to the decision-making process. The Board, at its discretion, can allow a public hearing for a sketch and or conceptual plan.
- C. Substantive Review and Deliberation. I believe the relevant issues for the Planning Board to discuss as part of this application include. In order to make this review understandable I have broken it out into two sections (Review of the Cluster Residential Subdivision and review of the Route 1 Commercial Use).

Review of the Residential Cluster

1. The applicant needs to provide a better submittal for preliminary plan. There needs to be a complete plan submittal with the following:
 - A separate sheet showing compliance with §6.3.2 (boundary survey with all the requirements found in that section). This was not accounted for in the checklist and the plan submittal.
 - Sheet 3 is not an existing conditions plan. This needs to be cleaned up. All of §6.3.3 needs to be adhered to on a separate plan sheet without the inclusion of proposed roads, lot lines etc. It is important to show existing conditions of the site separately. Also, the plans are missing a section of the property. This needs to be shown.
 - Preservation of large trees need to be shown per §7.3. I see net volume of cut and fills regarding material taken from and brought to the site on the checklist, but this really needs to be included somewhere on the plan set as well. In fact all of §7.3 needs to be reviewed and addressed with either plans depicting how each section is being adhered to, or an explanation for how each section is not being adhered to.
 - I have not received anything from Dean, but see there is a letter. Site distances seem adequate but comment is needed from him with regards Zoning 15-A and the assessment of traffic impacts.
 - The checklist claims there is a deed provided. I could not find it in the submission. One needs to be provided.
 - Letters from MHPC and YHDC should be obtained.
 - The proposed status of the road should be noted on the plan. I see in the impact statements that this is proposed to be a road designed to be potentially considered for town acceptance. How does the proposed road meet the road standards of our minor/alternative minor standards in site/sub regulations as well as the Public Road Acceptance Ordinance? It would seem based on the grade that this will be a private road. The applicant needs to clearly show which street design standard they are designing to (§9.5.9).
 - The open space holder needs to be clearly delineated and section requirements of Site/Sub §6.3.20 and Zoning §7.6.3- C needs to be clearly adhered to.
 - Evidence the LPI has reviewed and approved the test pit log sheet is needed and septic system design is in compliance.
 - Well radiuses need to be shown before the Board contemplates granting a waiver.
 - A letter from the fire chief is needed regarding fire suppression in this area.

- I do not have a draft stormwater report as indicated in the check list. Given topography and wetlands, stormwater management will be important on site. Also, stormwater features should not take up much, if any, of the dedicated open space. The applicant will need to submit a detailed stormwater management plan as part of a full application. See Site/Sub §6.3.27, §6.4.16, §9.8, and §9.9.
- From what I gather the Planning Board agreed that the lot is best suited for open space design and layout based on the Cluster Ordinance. The Board needs to articulate the compelling reasons why cluster design for this size of development is desired.
- A visual yield plan will need to be submitted to understand the density allowed on the lot. Base line density calculations are shown but a visual yield plan will be needed. I do not have this plan.
- Abutter buffers and setbacks need to be shown on the plan per zoning §7.6.4 E.
- The applicant needs to provide written signed agreements for placing trees on the abutter's property to the south of the road entrance as well as performing site distance brush trimming work on the abutters property to the north.

Review of the Commercial Use

1. The applicant needs to provide a detailed check list of Zoning §6.3 and how it is in compliance with the Route 1 standards. Details regarding buffer compliance etc. will need to be shown. Specifying the use type will need to be added to the plan.
2. The building appears to be in in good keeping with the design standards, however vinyl siding is not permitted. Lighting will also need to be shown on the commercial use.

Decision

1. I cannot recommend approval of the preliminary plan until the above comments are addressed. The board should review this a sketch at this time.