



MERIDIAN
LAND SERVICES, INC.

CIVIL ENGINEERING | LAND SURVEYING | PERMITTING | SOIL & WETLAND MAPPING | SEPTIC DESIGN | ENVIRONMENTAL

Office: 31 Old Nashua Road, Suite 2, Amherst, NH 03031

Mailing: PO Box 118, Milford, NH 03055

Phone: 603-673-1441 * Fax 603-673-1584

www.MeridianLandServices.com

November 5, 2020

11020.00

Town of Francestown
Francestown Town Hall
Planning Board
c/o Karen Fitzgerald, Chair
2 New Boston Road
Francestown, NH
kfitzgerald1222@gmail.com

Re: Case No 20-SP-02; Site Plan
Tax Map 3, Lot 18, Francestown

Dear Ms Fitzgerald

On behalf of Mr and Mrs Shattuck (Owner/Applicant) Meridian Land Services, Inc. (Meridian) is submitting revised materials for the referenced project. The revisions have been made, based on recommendations listed in the Completeness Review Committee (CRC) memorandum, dated October 1st.

Meridian has evaluated all comments and concerns and offers the following, in verbatim, corresponding order, with replies, in *italic green*.

====*Start Completeness Memorandum, dated October 01, 2020*====

THE PLANNING BOARD
TOWN OF FRANCESTOWNFRANCESTOWN, NH 03043

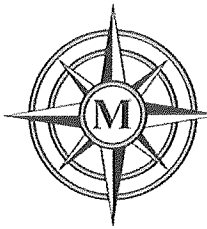
RE: COMPLETENESS REVIEW FOR CASE NO. 20-SP-02

Dear Ron and Melissa Shattuck,

The Completeness Review Committee met at 6 PM on Wednesday, September 30th with the following committee participants in attendance: Karen Fitzgerald, Sarah Pyle, Patrick Behan, Gerri Bernstein.

The results of the review of your final Site Plan application materials are as follows:

Your final application materials were found to be incomplete or insufficient with respect to the following items:



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5 copies of plans conforming to Site Development Regulations Section VI C. 1

Five hard copies of the plans have been forwarded to the Town Hall under separate cover.

The following items as listed in Appendix B Checklist:

A.20: Location and dimensions of all existing and proposed buildings/unloading areas, parking areas with individual spaces, streets and driveways and setback dimensions

All existing and proposed building, unloading area, parking areas, parking spaces, streets, driveways, and setback dimensions have been added to the project drawings.

A.22: Type and location of all existing and proposed utilities, transformers, drainage facilities, on-site waste disposal facilities, underground storage tanks, water supply, etc.

All existing and proposed utilities, drainage facilities, and water supply infrastructure has been added to the project drawings.

Please note that there are no existing and/or proposed transformers, on-site waste disposal facilities, and/or underground storage tanks, related to the site plan application.

A.23: Existing and proposed landscaping buffers and plantings

Approximate limits of existing tree limits are shown on the project drawings.

A.24: Location of all exterior lighting

Proposed exterior lighting fixtures are shown on the project drawings, in each corner of the existing riding arena.

A.25: Location of proposed signs and instructional devices

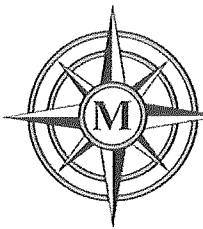
There are no proposed business signs associated with the riding arena on the subject parcel. Handicap parking signs will be located on the riding arena as required by the American with Disabilities Act (ADA) and the NH Architectural Barrier Free Design Code, as indicated on the project drawings.

B.3: LandscapePlan

It is our understanding that under Section VI.D 'Automatic Waivers' that landscape plans are waived for uses of this type, as indicated in the attached waiver request letter.

Should the committee disagree with this assessment, the current landscape plan is to maintain the existing treeline along the frontage of Stevens Road, and maintain the meadows/fields in their current configuration, which is consistent with the historic character of the properties as indicated in the NHRP File ID No. 99000667 section 7, which states the following:

'The site is complemented by open fields to the south and west ...'



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The site in question, referring to the 'Fisher Homestead, tax Map 3, Lot 25, and the open fields to the south being the subject parcel Map 3, Lot 18. Should the committee disagree with our assessment, we reserve the right to further discuss this matter with the Board at a duly noticed public hearing to discuss what standards and requirements would be needed for this unique use.

B.4: Stormwater Drainage Plan

It is our understanding that under Section VI.D 'Automatic Waivers' that Stormwater Drainage Plans and the cited section B.4 Sediment and Erosion Control are waived for uses of this type, as indicated in the attached waiver request letter.

Should the committee disagree with this assessment, we have prepared a drainage report, as attached hereto, and in compliance with Section V.2 'Stormwater Drainage', with the exception of the requested waiver, as attached hereto, and Section VI.B 'Sediment & Erosion Control'. Please note however, that due to the site being constructed and being in a stabilized condition, the majority of the section VI.B requirements are non-applicable at this time.

B.6: Circulation Plan

We feel that the section B.6, is an incorrect citation for circulation plan requirements, and that the intent of the committee was to reference Section V.F.10. As such circulation plan requirements, in compliance with Section V.F.10, with the exception of requested waivers, have been added to the project drawings.

B.7: Utility Plan

We feel that the section B.7, is an incorrect citation for utility plan requirements, and that the intent of the committee was to reference Sections V.B.1 and V.J. As such utility information, conforming to the previously stated sections, with the exception of applied for waivers, have been added to the project drawings.

Please note that the proposed facility have no bathrooms, sinks, or otherwise sanitary waste disposal facilities, as defined by the NH Code of Administrative Rules Env-Wq 1000, and as such no septic systems are proposed and/or shown on the project drawings.

B.8: Snow removal and storage plan

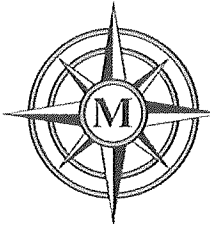
Snow removal and storage has been added to the site plans.

B.9: Fire safety and prevention plan

Fire chief, Larry Kullgren, provided a letter, which was submitted to the Board under separate cover.

B.10: Solid waste disposal plan

The project drawings indicate the installation of one garbage can in the southwestern corner of the structure. The proposed use does not intend to produce any significant amount of solid waste, and in discussions with the applicants, the only items that could be perceived were haybale rope, and the off chance a student and/or employee had small items to dispose i.e. drink bottle, food wrapper, etc.



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Section C - All items 1-12

All items of Section C are contained on the project drawings and/or submitted as part of the application, with the exception of the following items:

- *State and/or Federal permits have not been supplied, as none are required for the application;*
- *No legal documents have been submitted, as there are none;*
- *Statement from the Fire Chief was submitted to the Board under separate cover;*
- *It is our understanding that items C.9-C.10 are not required per the stipulations of Section VI.D 'Automatic Waivers'. However, should the committee disagree:*
 - *The road agent reviewed all driveways for the proposed subdivision, in addition to the existing driveway for the site plan, and found no issues;*
 - *A statement that the site is ready for Board inspection has already been supplied, as evidenced by the Board's site walk on November 20th;*
 - *A construction timetable is as follows:*
 - *Pending appropriate weather, the applicant/owner intends to construct all proposed improvements as shown on the site plan within 2 years of approval.*
 - *A statement on the future plans for any undeveloped portions of the owner's holdings:*
 - *The owners are in the process of subdividing portions of Map 3 Lot 18 as evidenced by the current subdivision application. The owners may further subdivide and/or add additional agricultural buildings in the future. However, they reserve the right to make any legal reasonable use of their property.*

FEES: as required in Appendix A

The Committee shall recommend to the Board that it not accept your application until such time as the required information has been submitted or unless a waiver is requested and granted.

If your application was found to be incomplete, the following options are available to you:

1. You may provide the missing information or request a waiver for that missing information at the meeting at which your application is scheduled to be formally submitted to the Board. Note, that unless all the items indicated above are provided, the application may be rejected as incomplete.

On behalf of the Applicant, Meridian is confident, that the committee will find that the application contains the information necessary as outlined in the regulations, to recommend that the Planning Board accept the application complete.

Should you require additional information or have any further concerns, please contact me directly, to discuss.



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Thank you for time and consideration relative to this matter.

Sincerely,
Meridian Land Services, Inc.

Douglas V Brodeur, PE
Project Manager

cc: Mellissa & Ronald Shattuck
Jason Bielagus