



Town of Amherst, New Hampshire  
**Office of Community Development**  
Building · Code Enforcement · Planning · Zoning · Economic Development

## STAFF REPORT

**CASE #:** PZ19983-060325  
**MEETING DATE:** July 2, 2025  
**COMPLETED BY:** Gloria Norcross, Town Planner  
**ZONING DISTRICT:** Residential Rural (RR) with Aquifer Conservation and Wellhead Protection District (ACWPD), Flood Plain Conservation District (FPCD), and Wetland & Watershed Conservation District (WWCD) Overlays  
**APPLICATION DESIGNATION:** Conceptual Consultation - Non-Residential Site Plan/Workforce Housing  
**PROPERTY OWNER:** Arboleda Realty, LLC  
**APPLICANT/AGENT:** Arboleda Realty, LLC  
Ken Clinton, LLS/PLS, Arago Land Consultants, LLC.  
**MAP/LOT:** Map 8 Lot 58-1  
**LOT SIZE:** 14.86 acres  
**LOCATION OF PROPERTY:** 2 Camp Road

### Request:

- To depict a potential 18 unit Workforce Housing Development on Tax Map 8 / Lot 58-1.

### Conceptual Consultation:

- RSA 676:4,II,(a) notes that: "...preliminary conceptual consultation ... shall be directed at review of the basic concept of the proposal and suggestions which might be of assistance in resolving problems with meeting requirements during final consideration. Such consultation shall not bind either the applicant or the board and statements made by planning board members shall not be the basis for disqualifying said members or invalidating any action taken. The board and the applicant may discuss proposals in conceptual form only and in general terms such as desirability of types of development and proposals under the master plan."
- The Town of Amherst Subdivision Regulations describe the process for Conceptual Consultation in Section 202.8:
  - "The Preliminary Conceptual phase is intended to address the suitability of the land for subdivision and for review of the basic concept of the proposal in general terms such as desirability of types of development for an area, and under the Master Plan. This review shall not bind either the applicant or the Planning Board."
- The Town of Amherst Non-Residential Site Plan Review Regulations do not provide guidance with regard to Conceptual Consultations.

**Submission Items:**

- Non-Residential Site Plan Review Application Form completed and signed by Ken Clinton, LLS/PLS, as agent, was submitted on June 2, 2025, along with:
  - NRPC map of the parcel boundaries
  - Plan exhibit
- There are no outstanding fees.

**Procedure:**

- The applicant should be asked to give a presentation on the proposal.
- The applicant will be required to submit an application for Site Plan Review. They should also be informed that the application must be in compliance with the Zoning Ordinance, Stormwater Regulations, and any requirements at the State or Federal level, e.g. AoT, wetlands, septic system approval, etc.
- The applicant should be informed of what the Planning Board *may* consider at the time they submit an application:
  - the Planning Board could consider the need for special studies, including traffic studies, soils mapping, drainage studies, etc.
  - the Planning Board would distribute the plans to other town departments and agencies for their review and comment.
- The applicant should be informed that once they submit an application they will be scheduled for public hearing, and notice letters will be sent to abutters. The Planning Board may conduct a site walk, to which other town departments and agencies will be invited. Once the application is determined to be complete, the Board must make a decision on said application within 65 days.

GN/

6/25/25

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