



CITY OF CONCORD
New Hampshire's Main Street™
Community Development Department
Planning Division

Staff Report for Planning Board

March 18, 2026

Project Summary – Major Site Plan (RSA 674:54)

Project: City of Concord Skate Park (2026-018)
Property Owner: City of Concord
Applicant: City of Concord
Project Address: 19 Loudon Rd
Tax Map Lot: 64Z 2

Project Description:

The City of Concord is proposing to construct a new 20,400 square feet of a new skate park, timber pavilion, gravel parking field, landscaping, lighting, and stormwater improvements. The improvements shown do not impede upon the future phases of development indicated in the Kiwanis Riverfront Park master plan of the parcel at 19 Loudon Rd in the Institutional (IS) District.

In accordance with RSA 674:54, the project is subject to a non-binding review by the Planning Board. The Planning Board may provide non-binding written comments relative to conformity or nonconformity of the proposal with normally applicable land use regulations. In accordance with state law, governmental land uses are exempted from local land use regulations.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 2-page project narrative dated February 18, 2026, prepared by VHB; a 20-sheet plan set titled “Skate Park at Kiwanis Park”, dated February 18, 2026, prepared by VHB; a 255-page traffic study dated October 2024, prepared by VHB; a 3-page Park Phase memo, dated 25, 2026 prepared by VHB; a 2-Page Conditional Use Permit Narrative, dated February 27, 2026 prepared by VHB and, a 1-page Wetland Buffer Disturbances plan, prepared by VHB, dated February 27, 2026.

1. Project Details and Zoning Ordinance Compliance:

Zoning District: Institutional (IS) District and
Open Space Residential (RO) District
Existing Use: Skate Park
Proposed Use: Skate Park

Overlay Districts:
Flood Hazard (FH) District Yes
Shoreland Protection (SP) District Yes
Historic (HI) District None
Penacook Lake Watershed (WS) District None
Aquifer Protection (AP) District None

Wetlands: Yes
Wetlands Buffers: Yes

Zoning Code Item	Required (IS)	Existing	Proposed
Minimum Total Area	25,000-square-feet	Not Provided	648,964 square feet
Minimum Buildable Land	12,500-square-feet	Not Provided	Not provided
Minimum Lot Frontage	150 feet	Not Provided	>150-feet
Minimum Front Yard	30 feet	Not Provided	44-feet
Minimum Rear Yard	30 feet	Not Provided	131 feet
Minimum Side Yard	25 feet	Not Provided	50 feet
Maximum Lot Coverage	75%	Not Provided	48.6 %
Maximum Building Height	45 feet	Not Provided	Not Applicable
Parking Area	Not Provided	Not Provided	Not Provided
Interior Landscape Area	Not Provided	Not Provided	Not Provided
Required Parking	Not Provided	Not Provided	Not Provided

2. General Comments:

- 2.1 Staff did not conduct a complete technical review of the application because the proposal is governed by RSA 674:54. Staff comments provided herein are for the benefit of the applicant, and not to be interpreted as a comprehensive compliance review of City Regulations.
- 2.2 Please refer to the 5-page memorandum from Paul Gildersleeve and Pete Kohalmi to Alec Bass, dated February 27, 2026 for general comments from the Engineering Services Division.

3. Site Plan Regulations Compliance:

- 3.1 Please refer to the 5-page memorandum from Paul Gildersleeve and Pete Kohalmi Alec Bass, dated February 27, 2026 for compliance comments from the Engineering Services Division.
- 3.2 The Site Plan Regulations typically require the proposed site plan to conform with the City of Concord Construction and Details. Staff notes that most of the details provided in the plan set are not City Details, nor do they meet or exceed the standards contained therein. Staff would recommend the applicant revise all provided details to meet or exceed City Regulations, including but not limited to landscaping, utilities, sidewalks, and curbing.
- 3.3 Section 12.07 *Wetland Delineations* would typically require a NH Certified Wetland Scientist to sign and seal the existing conditions plan and the site plan were wetlands have been delineated and note the date of delineation on the plans. Wetland Notes on Legend and General Notes Sheet 2 of plan set notes the delineation information, but is missing the signature and seal of the wetland scientist.
- 3.4 Section 18.03 *Required Parking* would typically require parking spaces to be provided in the amount and number as set forth in Section 28-7, Access Circulation and Parking of the City of Concord Zoning Ordinance. The applicant should consider adding a tabulation of existing, required, and proposed parking to accommodate the skate park improvements.
- 3.5 Section 18.06 *Handicapped Accessible Spaces* would typically require accessible spaces to be provided. The applicant does propose two accessible spaces; however, staff would recommend adding spot grades in all corners of the spaces, and provide clarity on spots grades that are top of

- curb, and bottom of curb. This effort would improve the design intent and constructability of the spaces.
- 3.6 Section 18.12 *Perimeter Landscaping* would typically require additional perimeter parking lot landscaping to be provided as set in Article 28-7 of the Zoning Ordinance. Staff would recommend the applicant consider adding more plantings to be provided around the parking lot area. There may be an opportunity to provide some low-cost perennials or shrubs in the area between the concrete park and 24-foot driveway aisle or around the perimeter of the proposed stormwater basin.
- 3.7 Staff recommends the applicant consider a post and rail fence, or something similar be provided around the stormwater basin instead of the proposed 4-foot chain link fence with screening fabric. This would provide a more open and welcoming feel to the area.
- 3.8 Section 21.01 *General Requirements* would typically require sidewalks, both on-site and off-site to be provided to enhance pedestrian safety and provide continuation of sidewalks between adjacent properties, uses, and buildings. Staff acknowledges the applicant is construction the first phase of an overall redevelopment concept of the property but would still suggest the applicant provide means for assessible sidewalk routes from the skate park to the other uses on the site and sidewalk on Loudon Road.
- 3.9 Section 21.05 *Design Standards* would typically require certain design standards to be met for sidewalks. Staff would recommend the applicant specifically call out that sidewalks shall be at least 5-feet in width, exclusive of curb on the site plan and details. Additionally, the staff suggests the applicant provide additional spot grades along all sidewalks, including at any grade breaks and intermittently along long sections a front and back of sidewalk to verify accessibility compliance, design intent, and to assist in constructability.
- 3.10 Section 27.06(5) *Underground Utilities* typically requires that trees are not planted within 10-feet of an existing or proposed underground utility. Staff recommends the applicant relocate the utility or tree in the following locations:
- a. The 1 Shademaster Locust (GT) tree located above the 12-inch HDPE pipe between FES 300 and FES 301.
 - b. The 1 Shademaster Locust (GT) tree located near the underground electrical roughly located on the east side of the park between AD 103 and AD 102.
 - c. The Silver Linden (TS2) located near the accessible spaces where the existing water line is proposed to be cut and capped.
- 3.11 Section 27.07(4) *Biodiversity* typically requires no more than 25% of the trees to be planted to be of the same species. Staff would recommend the applicant amend their proposed landscaping to include another species of tree to satisfy this requirement.
- 3.12 Per Section 29 *Lighting*, staff typically requires that no light trespass beyond 0.2 foot-candles shall occur beyond property lines and that all parking lot, building, and canopy lighting to confirm with a 4:1 uniformity ratio. Staff would recommend the applicant provide the foot-candle layout on the lighting plan to ensure the proposed lighting will not creep beyond the property bounds and create any nuisance lighting. Staff would also recommend the applicant provide the uniformity tabulation of the lighting proposed to ensure the lighting throughout the skate park is evenly dispersed and does not create light pockets.

4. **VariANCES:**

- 4.1 Variances are not required for a project that falls under RSA 674:54.

5. Waivers:

5.1 Waivers are not required for a project that falls under RSA 674:54.

6. Conditional Use Permits:

6.1 A conditional use permit for impacts to a wetland buffer has been submitted as part of the major site plan application. No action is required for a project that falls under RSA 674:54, but the Planning Board may provide feedback to the applicant.

7. Architectural Design Review:

7.1 The application was presented to the Architectural Design Review Committee on March 3, 2026 and the Architectural Design Review Committee provided feedback and comments throughout the presentation which can be found in the meeting minutes.

8. Conservation Commission:

8.1 The application was presented to the Conservation Commission on March 11, 2026. The Conservation Commission discussed that the wetland is a low-quality wetland. The Commission commented that the plan should depict better why they can not slide the project out of the wetland buffer area. The Commission also commented that somewhere in the Conditional Use Permit that the wetland should be specified as a low-quality wetland and how or if it will affect the wetland by disturbing the buffer.

9. Recommendation:

9.1 Staff recommends that the Planning Board provide feedback to the applicant relative to the overall concept and design of the project, staff general comments and compliance comments, and suggestions or concerns of any Board member.



CITY OF CONCORD
New Hampshire's Main Street™
Community Development Department

Michael S. Bezanson, PE
City Engineer

MEMORANDUM

TO: Alec Bass, Assistant City Planner
FROM: Paul Gildersleeve, PE, Project Manager and Pete Kohalmi, PE Associate Engineer
DATE: February 27, 2026
SUBJECT: Skate Park- Major Site Plan- Engineering Review
15 and 19 Loudon Road; Map 64Z, Lot 2; City Project 2026-018

The Engineering Services Division (Engineering) has received the following items for review:

- Project Description by VHB, dated February 18, 2026
 - Site Plans by VHB, dated February 18, 2026
 - Drainage Report by VHB, dated February 18, 2026
-

The comments below are those that would be typically made during a design review for compliance with the City's Site Plan Regulations and Construction Standards as well as good engineering practice. As this project falls under RSA 674:54 governance, municipal regulations are not mandated. However, the information is presented to improve the design and construction of the project.

1. General Comments

- a. Ensure any easements and restrictions are shown in the site plans, pursuant to CSPR 15.02(5).
- b. Submit State and Federal permits, pursuant to CSPR 24.09.

2. Stormwater Management Plan

- a. Show how the 10 in./hr. infiltration rate was calculated for Pond P-1. Also show if the 4' of separation between the bottom of the infiltration system and the groundwater was achieved, pursuant to CSPR 22.07(2).
- b. As shown in Table 5, the Post-Development Condition is higher than the Pre-Development Condition for the 2-year and 100-year storm events. While it is nearby the Merrimack River, the post-development release rates need to be lower than pre-development to not affect downstream structures. Please ensure post-development flows are lower than pre-development flows for all storm events, pursuant to CSPR 22.07(3).
- c. Please show the infiltration rate in the NHDES Filtration Practice Design Criteria form in the BMP Worksheets.

3. Legend and General Notes (Sheet C1.00)

- a. Under the Erosion Control Notes, please include the requirements for CSPR 27.09 (2,3, and 5).
- b. Revise the Limit of Disturbance linetype in the Legend to match the plan view on Sheet C2.01.

4. Layout and Materials Plan (Sheet C2.01)

- a. Consider putting a bike rack on the site for skate boarders who ride their bike to the park.
- b. Change the 4' High Chain Link Fence to 6', pursuant to CSPR 26.01.
- c. Show what material is to be placed along the edges of the gravel parking lot. Neither this plan nor the Landscaping plans indicate this material type.
- d. Label the addresses of both 15 and 19 Loudon Road on the plan, pursuant to CSPR 15.04(5).
- e. Show the snow storage location, pursuant to CSPR 18.21.
- f. Please show refuse containers on the plan (if any), pursuant to CSPR 20.03 and 20.07.

5. Grading, Drainage, Utility, and Erosion and Sediment Control Plan (Sheet C3.01)

- a. In the infiltration pond, call out the inspection port shown in the Basin Sand Filter Detail, Sheet C4.01.
- b. It appears that one of the existing hydrants are being relocated. If that is the case note that relocation will be coordinated with the Engineering Division and the Fire Marshal (not DPW). It should be noted that the 6" water line feeding this hydrant and the property should be up-sized to 8" per the City's Construction Standards. Also, please show the location of the future water service into 19 Loudon Road that the Concord Crew is proposing, pursuant to CSPR 23.04(5). If this service into 19 Loudon Road is built during the Skate Park construction, a fire hydrant may not be required since this service line would no longer be a dead-end.
- c. Add elevations on the proposed contour lines on the north side of the development.
- d. Show inlet-protection symbols and callouts, pursuant to CSPR 16.02(13).
- e. Label the existing and proposed storm structures using the City of Concord GIS numbering system. Please contact Amy Ouellette, GIS Analyst, at aouellette@concordnh.gov for the proposed storm sewer numbers, and the City of Concord GIS for the existing structure numbers.
- f. Show the size and material of the existing water line shown cut and capped, pursuant to CSPR 15.04(17).
- g. Show the slopes and length of storm sewer pipe, pursuant to CSPR 16.02(12)(a).
- h. Provide a storm sewer profile, pursuant to CSPR 16.02(14)(b). Ensure all storm lines have 4' of cover, pursuant to CCSD Section 6(3)(F)(2).
- i. Show the slopes or spot shots across the parking lot to assist with grading during construction, pursuant to CSPR 18.22.
- j. Please show pre-treatment storm sewer storage, pursuant to CSPR 22.07(4).

6. Site Details

- a. On the Chain Link Fence up to 6' Detail, change "up to 6' " to "6' ," pursuant to CSPR 26.01.
- b. Include construction details CR-2 and CR-4 for ramp construction.

- c. On the Concrete Sidewalk Detail, revise the cross slope to 2% and the reveal from 6" to 7". Under Note 1, revise the Type II to NHDOT Type AA, pursuant to CCSD Section 3(2)(D)(3). Change the WW Mesh note to WW Fabric 6"x6" W2.9xW2.9. Revise the Expansion Joint Detail from ½" to 5/16" to ¼", pursuant to CCSD Section 3(2)(O)(4).
- d. Callout the Siltsock- Erosion Control Barrier Detail and the Siltsack Sediment Trap Detail on a plan sheet, or remove the detail from this sheet. Revise the Vertical Granite Curb (VGC) Detail by changing the 6" vertical curb height to 7", pursuant to CCSD Detail C-1.
- e. Replace the Utility Trench Detail with CCSD Details U-1 and SD-1.
- f. In the Area Drain (AD) Type 1 Detail, revise "Refer to Utility Trench Detail" to "Refer to Detail SD-1."
- g. Replace the Drain Manhole (DMH) Detail with CCSD Detail SD-1.
- h. In the Accessible Parking Space Detail, change the 3" width of the painted white to 4", pursuant to CCSD Detail M-5.

7. Landscape Plan (Sheet L1.00)

- a. Turn on the existing and proposed utilities to ensure none of them are within 10' of a tree, pursuant to CSPR 27.06(5).

8. Landscape Plan (Sheet L2.00)

- a. Replace Detail A with CCSD Details L-1, L-7, L-8, and L-9.

9. Landscape Plan (Sheet L4.00)

- a. Replace Detail A with CCSD Detail M-13.

10. Existing Conditions Plan of Land (Sheets SV-1 and -2)

- a. Please show references to any existing easements and restrictions, prior subdivisions or surveys, or any other plans, pursuant to CSPR 12.07(2-5).
- b. Revise one of the SV-2 sheets to SV-3.

State/Federal Permits

The project will require the following state and/or federal permit(s) associated with the site design:

EPA NOI to Construct

NHDES Alteration of Terrain

Per Site Plan Regulation 13.02 (8) and/or Subdivision Regulation 13.02 (10), a copy of the State and Federal permit(s) shall be submitted to the City prior to final approval.

Post-Approval/Pre-Construction Requirements

The following items are required prior to the start of construction:

1. The following permit(s) will need to be obtained from the Engineering Services Division:
 - Utility Connection (Water and Sewer)
 - Driveway Permit
 - Other permits deemed necessary by the City Engineer

Please note that all Engineering permits must now be applied for online using the City's new Citizen Self Service (CSS) Permit Portal, which can be found here:

<http://concordnh.gov/1915/Engineering-Permits-Fees>

Construction Requirements

1. Shop drawings/submittals shall be submitted to Engineering for the proposed water, sewer, drainage improvements as applicable.
2. Per Site Plan Regulation 12.09, prior to issuance of a Certificate of Occupancy (CO), the contractor shall submit digital as-built drawings that are to the satisfaction of Engineering and conforming to the Engineering as-built checklist. A copy of the as-built drawing requirements is available on the Engineering Services Division section of the City of Concord website.