



CITY OF CONCORD

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

Staff Report for Planning Board

Meeting on November 19, 2025

Project Summary – Major Site Plan Architectural Design Review, and Conditional Use Permit Applications

Project: St. Paul's School Squash Center (2025-114)
Property Owner: St. Paul's School
Applicant: St. Paul's School and Nobis Group
Property Address: 80 Dunbarton Rd and 117 Dunbarton Rd
Tax Map Lot: 724Z 1-10/A and 811Z 1/A

Determination of Completeness:

The application was determined complete by the Board on October 15, 2025 and set the public hearing on November 19, 2025. The Board has 65 days within which to consider and act on the application once the application is determined complete, per RSA 676:4(I)(c). The 65-day period began on October 15, 2025, and will end on **December 19, 2025**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (**December 19, 2025**), the applicant may waive the requirement for Planning Board action within the 65-day time period and consent to an extension of the public hearing as may be mutually agreeable, or the Board may approve, approve conditionally, or deny the application based on the information provided at that time.

Project Description:

The applicant is seeking major site plan, architectural design review, conditional use permit approvals, and certain waivers from the Site Plan Regulations for the construction of a 17,600-square-foot building addition and associated site improvements at Tax Map 724Z Lot 1/10/A addressed as 80 Dunbarton Rd and Tax Map 811Z Lot 1/A addressed as 117 Dunbarton Rd in the Institutional (IS) and Open Space Residential (RO) Districts.

The project proposes the relocation of St. Paul's School's squash courts into an expanded Athletic and Fitness Center at their campus. The project is once of several planned by St. Paul's as part of their long-term campus improvement plans, which are expected to be presented to the City for approvals over the course of the next several years.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 1-page, undated narrative, prepared by Nobis Group; a 37-sheet civil plan set titled "St. Paul's School New Squash Center," dated September 17, 2025, prepared by Nobis Group; an 8-sheet architectural plan titled "St. Paul's School New Squash Center," dated September 17, 2025, prepared by Sasaki; a revised 2-page architectural floor plan, dated September 17, 2025, prepared by Sasaki; a 5-page waiver request for major site plan application, dated September 17, 2025, with revisions through October 30, 2025, prepared by Nobis Group; a 2-page parcel boundary plan, prepared by Nobis Group, dated September 17, 2025; a 24-page Wetland Functional Assessment, dated October 2, 2024, prepared by Danforth Environmental

Consulting, LLC; a 148-page NHDES Alteration of Terrain Permit Application and Stormwater Management Plan, dated September 17, 2025, prepared by Nobis Group; a 3-page New Hampshire Natural Heritage Bureau of request, dated January 29, 2025; and, an undated, 34-page conditional use permit application, prepared by Nobis Group.

1. Project Details and Zoning Ordinance Compliance:

Zoning District:	Institutional (IS) and Open Space Residential (RO) Districts. (scope of project is within IS District)
Existing Use:	Recreation or Sports Facility with Spectator Seating
Proposed Use:	Recreation or Sports Facility with Spectator Seating
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
Wetland:	None
Wetland Buffer:	Yes

Zoning Code Item	Required	Proposed
Minimum Total Area	25,000 square feet	Not Provided. Project area is 79,732-square-feet.
Minimum Buildable Land	12,500 square feet	Not Provided
Minimum Lot Frontage	150 feet	Not Provided
Minimum Front Yard	30 feet	Not Provided
Minimum Rear Yard	30 feet	Not Provided
Minimum Side Yard	25 feet	Not Provided
Maximum Lot Coverage	75%	Not Provided Project area is 58.1%
Maximum Building Height	45 feet	Not Provided

- 1.1 Section 28-4-2 *Buffer Requirements for Residential District Boundaries* has buffer requirements for nonresidential uses in nonresidential districts abutting residential district boundaries or that are located on lots through which a residential district boulder passes. The site is in the IS District, and the Open Space Residential (RO) District passes through the southern portion of the lot. However, Section 28-4-2 (b)(1) states that where the abutting residential district is the RO District, and the adjacent lots in the RO District are undeveloped and less than half of the area of the lots comprises buildable land area, no buffers are required in the adjacent nonresidential district. The buildable area for the abutting lot to the south has not been provided. The existing conditions plan submitted shows a large delineated wetland spanning the length of the both properties, roughly in line with where the RO and IS district lines meet, and staff considers this adequate for the purposes of both a buffer, and undevelopable land within the proximity of the proposed project.
- 1.2 Per Section 29.2-1-2(a)(1) of the Zoning Ordinance, any person or entity which seeks to undertake new development within the City of Concord, shall pay impact fees to the City in the manner and in the amounts set forth in the ordinance. An applicant for the development of permitted nonresidential uses shall qualify for a waiver of the transportation facilities impact fees,

but the waiver request must be received prior to the Clerk's calculation of the impact fees. The official waiver request was received on September 17, 2025, and this issue is considered resolved.

2. General Comments:

- 2.1 Per Section 6.01(4) of the Site Plan Regulations, staff was unaware of any nonconformities with the Zoning Ordinance at the time the abutter notifications were mailed.
- 2.2 Per Section 6.01(5) of the Site Plan Regulations, a completed conditional use permit application if required shall be made at the same time as the site plan application. This project requires one conditional use permit approval –for the disturbance to the wetland buffer. The conditional use permit application was submitted.
- 2.3 Per Section 12.01 *Research* of the Site Plan Regulations, applicants are responsible for familiarizing themselves with all city, state, and federal regulations relative to zoning, site plan design and approval, land sales, utilities, drainage, health, buildings, roads, and other pertinent data so that the applicants are aware of the obligations, standards expected, and documents to be submitted.
- 2.4 Per Section 25.01 *Nonmunicipal Utilities General Requirements* of the Site Plan Regulations, the applicant is responsible for all coordination with the utility companies to ensure that utilities are installed in accordance with the Board-approved plans. Staff recommends that the applicant coordinate with all nonmunicipal utilities providing services to the site to ensure the existing services are adequate. Any changes to the utilities after the Board's conditional approval will require either administrative approval or an amendment to the conditional approval depending upon the changes proposed.
- 2.5 Per Section 15.03 *Existing Condition Plan*, where minimal changes are proposed to the site, the Clerk may allow the applicant to reduce the amount or extent of the information required from Section 15.03 to be shown on the existing conditions plan provided that the proposed extent and impacts of the proposed improvements to the site, and City at large, can be satisfactorily reviewed and sufficient information is provided on the plan for the Planning Board to act on the application. Accordingly, as the majority of the site remains unchanged, the Planning Board Clerk has determined to reduce the amount or extent required from Section 15.03 as noted below:
 - a. Section 15.03(23)(a), (b), (d), (e), and (f), to not require the applicant to provide the required tabulations on the existing conditions sheet. The proposed project area is about 1.83 acres, whereas Tax Map Lot 724Z 1-10/A is about 21 acres and Tax Map Lot 811Z 1/A is about 123 acres. The applicant has stated, and prior to final approval, both of these lots are to be merged.
- 2.6 Per Section 15.04 *Proposed Site Plan*, where minimal changes are proposed to the site, the Clerk may allow the applicant to reduce the amount or extent of the information to be required from Section 15.04 to be shown on the site plan provided that the proposed extent and impacts of the proposed use and improvements to be made to the site can be satisfactorily reviewed and sufficient information has been provided for the Planning Board to act on the application. Accordingly, and whereas the majority of the site remains unchanged, the Planning Board Clerk has determined to reduce the amount or extent required from Section 15.04 as noted below:
 - a. Section 15.04(28) *Tabulations*, to not require the applicant to provide on the site plan certain tabulations for the entire site. On Sheet C-2.0, the applicant has provided tabulations for the 1.83-acre project area. Tax Map Lot 724Z 1-10/A is about 21 acres and Tax Map Lot 811Z 1/A is about 123 acres. The applicant has stated, and prior to final approval, both of these lots are to be merged.

- 2.7 The Fire Department had no general comments.
- 2.8 The Engineering Services Division general comments are noted in the attached memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated October 7, 2025.
- 3. Site Plan Regulations Compliance:**
- 3.1 Section 12.02(2) *Scale*. Requires the scale shall be required on all plans and drawings. The scale on sheet C-2.0 *Proposed Site Plan Overview* appears to be shown incorrectly as 1-inch = 20-feet while the bar scale and plan appear to scale at 1-inch at 40-feet. The scale provided below the bar scale shall be revised to match the actual scale of the drawing.
- 3.2 Section 12.02(3) *North Arrow and Bar Scale*. Requires a north arrow be provided on all drawings except for detail drawings. Both the north arrow and bar scale appear to be missing from Sheet LTG-109 *Site Lighting Analysis* and shall be provided.
- 3.3 Section 15.03(13) *Flood Hazard*. Requires on the existing conditions plan a notation as to whether or not the property is located in the City's Flood Hazard (FH) Overlay District. Note 18 on Sheet S-1 indicates that the project area is not located with the City's FH District. However, while the project area may be outside of the FH District, the property of the developed parcel appears to be within the FH District. Note 18 on Sheet S-1 shall be revised to accurately state that the property is located with the City's Flood Hazard (FH) Overlay District, while noting that the project area does fall outside of it.
- 3.4 Section 15.04(20) *Flood Hazard*. Requires on the site plan a notation as to whether or not the property is located in the City's Flood Hazard (FH) Overlay District. Note 23 on Sheet C-2.0 indicates that site does not fall within the City's FH District, however the site plan appears to show flood zone limits on the property just outside of the project area. It appears as though the property does fall within the city's FH District, and Note 23 on Sheet C-2.0 shall be revised accordingly.
- 3.5 Sections 13.01(6) *State and Federal Permits*, 13.02(8) *State and Federal Permits*, 15.01(2), and 16.01(2) *Required Information* require that copies of permit applications to, and permits received from, state and federal agencies shall be submitted to the Planning Division. Note 13.1 on Sheet C-2.0 identifies that the only required permit is the NHDES Alteration of Terrain Permit. The applicant provided a copy of this application as part of their submission materials. Prior to final approval and in accordance with Section 13.02(8) *State and Federal Permits*, the approved NHDES Alteration of Terrain Permit shall be submitted to the Planning Division.
- 3.6 Section 29.01 *General Requirements*. Requires full cut-off fixtures for all parking lots, loading areas, and affixed building lighting. The lighting schedule provided on sheet LTG-109 does not specify if the proposed lighting fixtures meet this requirement or not, and clarification shall be provided, or the lighting proposed shall be revised so as to conform with this requirement.
- 3.7 Section 29.03 *Parking Lot Lighting*, Section 29.04 *Building and Façade Lighting*, and Section 29.05 *Canopy Lighting*, requires for all parking areas, building, and canopy lighting, where provided, shall conform to the standards for illumination in Article 28-7-7(j) *Illumination of Parking areas*, which requires all parking lot lighting to be subject to a 4:1 uniformity ratio, which is the ratio of average illumination to minimum illumination. The proposed lighting, based on the applicant's calculation summary, does not conform to this requirement and shall be adjusted to provide a 4:1 uniformity ratio or better in all areas proposed to be illuminated.
- 3.8 The Fire Department had no compliance requirements.

- 3.9 The Engineering Services Division's compliance requirements are noted in the attached memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated October 7, 2025.

4. Variances:

- 4.1 At the meeting held on November 6, 2024, the Zoning Board of Adjustment granted the requested variances as follows:
- a. Section 28-7-2(e)(B) *Table of Off-Street Parking Requirements*, to allow 96 parking spaces where 1,334 parking spaces are required;
 - b. Section 28-7-5 *Requirements for Handicapped Accessible Parking Spaces*, to allow 5 accessible parking spaces where 24 accessible parking spaces are required; and,
 - c. Section 28-4-3(c)(1) *Wetland Buffers and Setbacks – Certain Uses Prohibited in Buffers*, to allow construction of a building or structure in 8,200 square feet of wetland buffer where construction of a building in a wetland buffer is prohibited.

5. Waivers:

- 5.1 The applicant requests a waiver from the following section of the Site Plan Regulations:
- a. Section 12.02(1)(a), to allow the title of the existing conditions plan to differ from the rest of the civil plan set;
 - b. Section 12.04(4), to not name and provide nearby and adjacent city streets on the location plan;
 - c. Section 12.07 *Wetland Delineation*, to not provide the signature and seal of the wetland scientist on the site plan;
 - d. Section 15.02(8) *Addresses*, to not provide the address of each existing or proposed building or use on the site plan, outside of the project area;
 - e. Section 15.03(1) *Property Lines*, to not provide on the existing conditions plan the property lines of the parcel to be developed, including bearings and dimensions;
 - f. Section 15.03(2) *Abutters*, to not provide the full name and addresses of all property owners and abutters on the existing conditions plan;
 - g. Section 15.03(18) *Lighting*, to not provide the type of existing outdoor lighting on the existing conditions plan;
 - h. Section 15.03(19) *Setbacks and Buffers*, to not show and dimension the yard setbacks and buffers on the existing conditions plan;
 - i. Section 15.03(22) *Abutting Properties*, to not include abutting properties intersecting property lines, owners name and address, property address, and Tax Assessors Map-Block-Lot number on the existing conditions plan;
 - j. Section 15.03(23)(c), to not provide on the existing conditions plan square footage of each existing building broken down by floor and use category;
 - k. Section 15.04(1) *Property Lines*, to not provide on the site plan the property lines of the parcel to be developed, including bearings and dimensions;
 - l. Section 15.04(2) *Abutting Property*, to not provide on the site plan abutting properties intersecting property lines, owners name and address, property address, and Tax Assessors Map-Block-Lot number;
 - m. Section 15.04(22) *Setbacks and Buffers*, to not provide on the site plan the location and dimension for building setbacks.
 - n. Section 15.04(27) *Fire Suppression*, to not provide or dimension on the site plan any existing or proposed fire access lanes, fire alarm services, and fire suppression systems.
 - o. Section 16.02(7) *Addresses*, to not provide on the site plan the address of each existing and proposed building outside of the project area.

- p. Section 16.02(22) *Construction Details*, to allow catch basins with no sumps where normally 3-feet are required per City detail SD-6 Catch Basin / Drop Inlet; to allow accessible parking layout with no sidewalk and a typical 9-foot stall where normally 8-feet is required; and, to allow cape cod berm curbing to replace existing cape cod berm in the parking lot areas where normally granite curbing is required, all new curbing is proposed as granite.
- q. Section 18.13 *Interior Parking Lot Landscaping*, to allow interior parking lot landscaping calculations within the project area instead of the entirety of the site.
- r. Section 18.17 *Tree Plantings*, to provide proposed trees within the project area (parking lot areas & access road) with a density of 1 tree per 2,000-square-feet instead of 1 tree per 1,000-square-feet.
- s. Section 26.02 *Mechanical Equipment*, to not require roof top mechanical equipment to be screened from views from abutting properties.

The applicant provided an analysis of the five waiver criteria listed in Section 36.08 of the Site Plan Regulations and criteria in RSA 674:44(III)(e). Staff does not recommend the Board approving Item 5.1(d), Item 5.1(k), as not all 5 waiver criteria have been met. Specifically, showing the current property boundaries is essential for demonstrating the need that the two lots be merged as a precedent condition to remain compliant with the Zoning Ordinance. Additionally, staff recommends the Board partially approve item 5.1(p), recommending approval of all requested elements other than allowing catch basin structures without a 3-foot sump to be installed.

6. Conditional Use Permits:

- 6.1 The applicant requests approval for a conditional use permit pursuant to Section 28-4-3(d) Conditional Use Permit required for disturbance to a wetland buffer of the Zoning Ordinance to allow disturbance within the 50-foot wetland buffer for a proposed expansion of the St. Paul's School Athletic and Fitness Center.

The applicant addressed the required criteria for Section 28-9-4(b) *Conditional Use Permits* for the principal use as follows:

- A. The use is specifically authorized in this ordinance as a conditional use;

Review: The applicant states: "Section 28-4-3(d) Disturbance to a Wetland Buffer states that the Planning Board may grant a conditional use permit allowing the disturbance of a buffer in conjunction with construction or installation of roads, utilities, and drainage improvements and other uses which require the placement of impervious surfaces, and the draining, dredging, filling, recontouring, or grading of the land within the buffer. In granting a permit, the Planning Board may attach conditions to the permit including, but not limited to, requirements for more extensive buffers, additional plantings in areas to be revegetated, and a reduction in the extent of impervious surfaces within the buffer." **Staff concurs with the applicant's statement.**

- B. If completed as proposed by the applicant, the development in its proposed location will comply with the requirements of this article, and with the specific conditions of standards established in this ordinance for the particular use;

Review: The applicant did not specifically address this criterion. **However, staff notes on November 6, 2024, the applicant received a variance to allow construction of a building or structure in the wetland buffer, where construction of a building or structure within**

the wetland buffer is normally prohibited. As part of the accompanying major site plan, the application has also been reviewed for conformance with the Zoning Ordinance, Site Plan Regulations, and City of Concord Construction Standards and Details and have been noted in this staff report.

- C. The use will not materially endanger the public health or safety;

Review: The applicant states: “The proposed disturbance to the wetland buffer will not materially endanger the public health or safety. The development will improve stormwater management and reduce runoff and enhance water quality, thereby protecting downstream ecosystems and public water supplies. Additionally, the new access road layout will continue to provide secondary egress to the AFC building in case of an emergency.” **Staff is unaware of any public health or safety dangers by the proposed disturbance.**

- D. The use will be compatible with the neighborhood and with adjoining or abutting uses in the area in which it is to be located;

Review: The applicant states: “The proposed project is within the Institutional District (IS). This project is an expansion to the Athletic & Fitness Center to provide students at St. Paul’s School with a state-of-the-art Squash Courts. The project site is within the core of the school’s campus and is compatible with the neighborhood and adjoining uses.” **Staff concurs with the applicant’s statement that the use is consistent with the existing use of the athletic and fitness center.**

- E. The use will not have an adverse effect on highway or pedestrian safety;

Review: The applicant states: “Disturbance to the wetland buffer will have no adverse effect on highway or pedestrian safety.” **Staff is unaware of any adverse impacts to highway and pedestrian safety that will occur as the result of the proposed use.**

- F. The use will not have an adverse effect on the natural, environmental, and historic resources of the City;

Review: The applicant states: “The project will not have an adverse effect on the natural, environmental, and historic uses of the city. The proposed development will improve existing conditions, benefiting the environment. Attached is a wetland functional assessment report for reference.” **Staff notes the applicant has submitted as part of this application a Wetland Functional Assessment, a review conducted by the New Hampshire Natural Heritage Bureau, and an erosion control plan to manage any effects on the natural or environmental uses. Staff is unaware of any impacts to any historic uses for the City resulting from the proposed use.**

- G. The use will be adequately serviced by necessary public utilities and by community facilities and services of a sufficient capacity to ensure the proper operation of the proposed use, and will not necessitate excessive public expenditures to provide facilities and services with sufficient additional capacity.

Review: The applicant states “The AFC is currently is serviced by municipal sewer and water, as well as private electric, natural gas, and telecommunications. The utilities have sufficient capacity to support this development.” **Staff notes the proposed use is to utilize existing utilities already serving the connected structure.**

The applicant addressed the required criteria for Section 28-4-3(d) *Conditional Use Permits for certain disturbance of wetland buffers* as follows:

1. The disturbance of the buffer is necessary to the establishment of an allowable principal or accessory use on the buildable land area of the lot.

Review: The applicant states “The disturbance within the buffer is to maintain an access road for St. Paul’s facility and maintenance vehicles to the Matthes Cage Building at the AFC as well as associated stormwater management improvements. This access road serves as a secondary egress to the AFC building and will replace the existing access road. The stormwater management improvements will help mitigate additional runoff caused by the project. These disturbances are necessary to maintain the secondary egress and avoid any additional impacts to the wetland buffer.” **Staff notes the construction of the building addition also impacts the disturbance to the wetland buffers. Construction toward the south side of the building into the wetland buffer. Staff notes the access road currently exists, and the building and improvements appear to have been constructed in such a way to minimize impacts to additional wetland buffer.**

2. The proposed disturbance to the buffer cannot practicably be located otherwise on the lot to eliminate or reduce the impact to the buffer and represents the minimum extent of the disturbance necessary to achieve the reasonable use of those portions of the lot consisting of buildable land.

Review: The applicant states “The site is unique in that a wetland complex is located along the entirety of the south and eastern sides of the project area with an unnamed brook that runs parallel to the existing AFC building, and the Turkey River located approximately 300 feet east of the site. There is no other location for the building addition’s associated access road and stormwater management systems that would result in less disturbance.” **Staff notes the building and associated site improvements appear to have been proposed in such a way to minimize impacts to additional wetland buffers.**

3. The proposed disturbance to the buffer minimizes the environmental impact to the abutting wetland, and downstream property and hydrologically connected water and wetland resources.

Review: The applicant states “The disturbance minimizes the environmental impact to the wetlands by incorporating stormwater improvements to reduce the post-development peak flows and volume to the wetland area.” **Staff notes the applicant has also submitted as part of this application a Wetland Functional Assessment, a review conducted by the New Hampshire Natural Heritage Bureau, and an erosion control plan to manage and minimize environmental impacts.**

4. Where applicable, wetland permit(s) have been received or are obtained from the NHDES and USACOE.

Review: The applicant states “Wetland permit(s) are not required from NHDES or USACOE for this project as there will be no disturbance to the wetland area as a result of this project.” **Staff notes no impacts to wetlands are proposed as part of this project.**

5. Where applicable, permits or proof of compliance with all other state and/or federal regulations have been received or are obtained.

Review: There is an existing variance, ZBA-0230-2024, that was received on November 6, 2024. **Staff notes the applicant has provided as part of their major site plan and conditional use permit application submittal a NHDES Alteration of Terrain Permit Application and Stormwater Management Plan. Approval of this application will be required prior to final approval by the Planning Board.**

7. Architectural Design Review:

- 7.1 The applicant appeared before the Architectural Design Review Committee on September 30, 2025. The application was reviewed for conformity with the Architectural Design Guidelines; harmony and compatibility with existing architectural character of the site, district, or location; integration into site design of significant natural features on site and abutting properties; and the integration of landscaping, parking, and site features into the overall design of the project.

The Architectural Design Review Committee recommended that the Planning Board grant architectural design review approval for the application to construct a 17,600-square-foot building addition, relocated squash courts, and other site improvements at Tax Map 724Z Lot 1/10/A, addressed as 80 Dunbarton Road and Tax Map 811Z Lot 1/A, addressed as 117 Dunbarton Road as submitted.

8. Conservation Commission:

- 8.1 The applicant appeared before the Conservation Commission on October 8, 2025. The application was reviewed for a recommendation on the conditional use permit application for impacts to wetland buffers.

The Conservation Commission recommended that the Planning Board grant the conditional use permit application, in conjunction with a major site plan, for the disturbance of wetland buffers, at Tax Map Lot 724Z 1/10/A, addressed as 80 Dunbarton Rd and Tax Map Lot 811Z 1/A, addressed as 117 Dunbarton Rd as submitted.

9. Recommendation:

- 9.1 Staff recommends that the Planning Board **adopt the findings of fact**, which include: information provided in staff reports; the applicant's submission materials; testimony provided during the public hearing; and, other documents or materials provided in the public hearing.

Based on the adopted findings of fact, staff recommends that the Planning Board make the motions outlined below:

- 9.2 **Grant the waiver requests below** from the listed sections of the Site Plan Regulations, based on evidence provided showing that the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations are met:
- a. Section 12.02(1)(a), to allow the title of the existing conditions plan to differ from the rest of the civil plan set;
 - b. Section 12.04(4), to not name and provide nearby and adjacent city streets on the location plan;
 - c. Section 12.07 *Wetland Delineation*, to not provide the signature and seal of the wetland scientist on the site plan;
 - d. Section 15.02(8) *Addresses*, to not provide the address of each existing or proposed building or use on the site plan, outside of the project area;
 - e. Section 15.03(2) *Abutters*, to not provide the full name and addresses of all property owners

- and abutters on the existing conditions plan;
 - f. Section 15.03(18) *Lighting*, to not provide the type of existing outdoor lighting on the existing conditions plan;
 - g. Section 15.03(19) *Setbacks and Buffers*, to not show and dimension the yard setbacks and buffers on the existing conditions plan;
 - h. Section 15.03(22) *Abutting Properties*, to not include abutting properties intersecting property lines, owners name and address, property address, and Tax Assessors Map-Block-Lot number on the existing conditions plan;
 - i. Section 15.03(23)(c), to not provide on the existing conditions plan square footage of each existing building broken down by floor and use category;
 - j. Section 15.04(2) *Abutting Property*, to not provide on the site plan abutting properties intersecting property lines, owners name and address, property address, and Tax Assessors Map-Block-Lot number;
 - k. Section 15.04(22) *Setbacks and Buffers*, to not provide on the site plan the location and dimension for building setbacks;
 - l. Section 15.04(27) *Fire Suppression*, to not provide or dimension on the site plan any existing or proposed fire access lanes, fire alarm services, and fire suppression systems.
 - m. Section 16.02(7) *Addresses*, to not provide on the site plan the address of each existing and proposed building outside of the project area;
 - n. Section 16.02(22) *Construction Details*, to allow accessible parking layout with no sidewalk and a typical 9-foot stall where normally 8-feet is required; and, to allow cape cod berm curbing to replace existing cape cod berm in the parking lot areas where normally granite curbing is required, all new curbing is proposed as granite;
 - o. Section 18.13 *Interior Parking Lot Landscaping*, to allow interior parking lot landscaping calculations within the project area instead of the entirety of the site;
 - p. Section 18.17 *Tree Plantings*, to provide proposed trees within the project area (parking lot areas & access road) with a density of 1 tree per 2,000-square-feet instead of 1 tree per 1,000-square-feet; and,
 - q. Section 26.02 *Mechanical Equipment*, to not require roof top mechanical equipment to be screened from views from abutting properties.
- 9.3 **Deny the waiver request below** from the listed section of the Site Plan Regulations because evidence was not provided showing that the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations were met. Specifically, showing the current property boundaries is essential for demonstrating the need that the two lots be merged as a precedent condition to remain compliant with the Zoning Ordinance.
- a. Section 15.03(1) *Property Lines*, to not provide on the existing conditions plan the property lines of the parcel to be developed, including bearings and dimensions; and,
 - b. Section 15.04(1) *Property Lines*, to not provide on the site plan the property lines of the parcel to be developed, including bearings and dimensions; and,
 - c. Section 16.02(22) *Construction Details*, to allow catch basins with no sumps where normally 3-feet are required per City detail SD-6 Catch Basin / Drop Inlet.
- 9.4 **Grant architectural design review approval** for the construction of a 17,600-square-foot building addition, relocated squash courts, and other site improvements at Tax Map 724Z Lot 1/10/A, addressed as 80 Dunbarton Road and Tax Map 811Z Lot 1/A, addressed as 117 Dunbarton Road as submitted.
- 9.5 **Grant conditional use permit approval** from Section 28-4-3(d) *Conditional Use Permits Required for Certain Disturbance of Wetland Buffers* of the Zoning Ordinance to allow for

disturbance of wetland buffers in conjunction with the construction of a 17,600-square-foot building addition and associated site improvements at Tax Map 724Z Lot 1/10/A addressed as 80 Dunbarton Rd and Tax Map 811Z Lot 1/A addressed as 117 Dunbarton Rd, because all of the criteria of Section 28-4-3(d)(1) through (5) and Section 28-9-4(b)(4)(a) through (g) have been met.

- 9.6 **Grant major site plan approval** for the construction of a 17,600-square-foot building addition and associated site improvements at Tax Map 724Z Lot 1/10/A addressed as 80 Dunbarton Rd and Tax Map 811Z Lot 1/A addressed as 117 Dunbarton Rd, as submitted, and subject to the following precedent and subsequent conditions:

- (a) **Precedent Conditions** – Per Section 7.08(9) *Expiration of Approval*, approved site plans shall meet all precedent conditions and obtain the signature of the Chair and Clerk of the Planning Board within one year of the date of the Planning Board meeting where conditional final approval was granted; otherwise said plans shall be null and void.
1. Unless a specific variance, waiver, or conditional use permit is granted stating otherwise, revise the plan sheet/set to fully comply with the Site Plan Regulations, Zoning Ordinance, and Construction Standards and Details, including but not limited to the following:
 - a. Per Section 12.02(2) *Scale*, the scale and bar scale of Sheet C-2.0 shall be revised to match the actual scale of the drawing.
 - b. Per Section 12.02(3) *North Arrow and Bar Scale*, the north arrow and bar scale shall be added to Sheet LTG-109 *Site Lighting Analysis*.
 - c. Per Section 15.03(13) *Flood Hazard*, note 18 on Sheet S-1 shall be revised to accurately state that the property is located with the City's Flood Hazard (FH) Overlay District, while noting that the project area does fall outside of it.
 - d. Per Section 15.04(20) *Flood Hazard*, note 23 on Sheet C-2.0 shall be revised to accurately state that the property is located within the City's Flood Hazard (FH) Overlay District, while noting that the project area does fall outside of it.
 - e. Per Section 13.01(6) *State and Federal Permits*, Section 13.02(8) *State and Federal Permits*, Section 15.01(2), and Section 16.01(2) *Required Information*, prior to final approval and in accordance with Section 13.02(8) *State and Federal Permits*, the approved NHDES Alteration of Terrain Permit shall be submitted to the Planning Division.
 - f. Per Section 29.01 *General Requirements*, the lighting schedule on sheet LTG-109 shall be revised to specify that the proposed lighting fixtures meet the full cut-off fixture requirements.
 - g. Per Section 29.03 *Parking Lot Lighting*, Section 29.04 *Building and Façade Lighting*, and Section 29.05 *Canopy Lighting*, the proposed lighting shall be adjusted to provide a 4:1 uniformity ratio or better in all areas proposed to be illuminated.
 2. Revise the plan set for compliance with the Site Plan Regulations and Construction Standards and Details as noted in the attached memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated October 7, 2025.
 3. The applicant shall submit a voluntarily lot merger application, and complete the voluntary merger process between Tax Map Lot 724Z 1-10/A and Tax Map Lot 811Z 1/A.
 4. List all approved variances and waivers with the section numbers, descriptions, and date of approval on the cover sheet or site plan sheet.
 5. Upon notification from the Planning Division that the plan set complies with Planning Board conditions, the Zoning Ordinance, Site Plan Regulations, and Construction

Standards and Details, the applicant shall deliver to the Planning Division two full-size plan sets, including civil, landscaping, and lighting plans and architectural elevations, for endorsement by the Planning Board Chair and Clerk.

(b) Subsequent Conditions – to be fulfilled as specified:

1. The applicant is responsible for compliance with the City's municipal code, Site Plan Regulations, and Construction Standards and Details, unless a variance, waiver, or conditional use permit is granted.
2. Copies of all required state and federal permits shall be submitted to the Planning Division prior to the issuance of building permits or commencement of demolition or construction. (Sections 13.01(6), 13.02(8), 23.08, and 24.09)
3. No building permit shall be issued until the site plan has been approved by the Planning Board and the pre-construction conditions of approval have been satisfactorily addressed as determined by the Clerk of the Planning Board. No certificate of occupancy shall be issued until all site and building improvements have been completed to the satisfaction of the Clerk of the Planning Board according to the approved plans and conditions of Planning Board approval. (Section 11.09(6))
4. The applicant, successors, and assigns shall be responsible for the regular maintenance of all plantings and other landscape features. Plant materials shall be maintained alive, healthy, and free from pests and disease. Tree stakes and guys shall be removed after the first growing season. (Section 27.07(8))
5. Existing invasive species shall be removed. All trash, construction material, and debris shall be removed. Dead and dying trees which present a potential hazard to existing and proposed structures shall be removed. (Section 27.07(10))
6. The site shall be graded and cleared in accordance with the Construction Standards and Details and Section 27.08 of the Site Plan Regulations.
7. Erosion control measures shall be installed and maintained in accordance with Section 27.09 of the Site Plan Regulations, the State of New Hampshire Department of Environmental Services, and the Construction Standards and Details. Sedimentation and erosion control measures shall be installed prior to the start of construction, and shall be monitored and maintained during construction, and removed after final site stabilization as required by Section 27.09(4) *Monitoring and Maintenance*.
8. Temporary sediment and erosion control devices shall not be removed until permanent stabilization is established for the entire site. All temporary erosion and sediment control measures shall be removed after the completion of construction. (Section 27.09(5))
9. A site stabilization guarantee shall be provided to ensure that sites are properly stabilized. The City Engineer may call said financial guarantee, and stabilize a disturbed site, if upon notice, the applicant has not stabilized or restored the site. (Section 27.11)
10. The Clerk shall inspect the exterior appearance of sites to determine if the exterior of a building, site, and signage are in conformity with the architectural design review approval granted by the Planning Board. No certificate of occupancy may be issued prior to a determination by the Clerk that the site is consistent with the Board's approval. (Section 33.08)
11. If there is a conflict between regulations, rules, statutes, provisions or law, or the approved plan set, whichever provisions are the more restrictive or impose higher standards shall control, unless a specific waiver from the provision has been granted by the Planning Board. (Sections 36.04 and 36.05)
12. No site construction, or change of use of land, shall occur in violation of the Site Plan Regulations and the Zoning Ordinance. No building permits shall be issued prior to

satisfactory completion of pre-construction conditions of Planning Board approval. The Clerk shall not approve any certificate of occupancy unless the site is found to comply with the approved site plan and the conditions of Planning Board approval. (Sections 36.15 and 36.24)

13. Temporary certificates of occupancy are only issued under certain circumstances and only for the items outlined in Section 36.18, only in winter conditions to defer certain weather-dependent items to spring.
14. It shall be the duty of the Clerk to enforce the regulations and to bring any violations or lack of compliance herewith to the attention of the City Solicitor. (Section 36.19)
15. Prior to the issuance of a certificate of occupancy, digital as-built drawings shall be provided conforming to the Engineering Services Division's as-built checklist. (Sections 12.09, 13.02(11), and 36.25)
16. Where a public facility, public utility, or public improvement is to be constructed, a financial guarantee shall be provided. (Sections 13.02(5) and 36.26)



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 and Pete Kohalmi, PE
DATE: October 7, 2025
SUBJECT: St. Paul's School New Squash Center– Major Site Plan and CUP- Engineering Review
87 Dunbarton Rd; Map 724Z Lot 1-10A and Map 811Z, Lot 1-A; City Project 2025-114

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

- Project Narrative by Nobis Group
- Conditional Use Permit 28-4-3(d) by Nobis Group
- Wetland Functional Assessment by Nobis Group, dated October 2, 2024
- Waiver Request by Nobis Group, dated September 17, 2025
- Existing Wetland Buffer Disturbance by Nobis Group, dated September 17, 2025
- Site Plans by Nobis Group, dated September 17, 2025
- NHDES Alteration of Terrain Permit Application and Stormwater Management Plan by Nobis Group, dated September 17, 2025

As a supplement to any comments offered by the Planning Division, Engineering offers the following design related comments. With subsequent submissions, the applicant shall provide a response letter that acknowledges or addresses each of these comments and discusses any additional changes to the plans.

1. General Comments

- a. Please modify the site's existing NHDES Sewer Connection Permit Application to include the new sewer flows from this building addition.
- b. Please ensure that all details in the Detail Sheets have a call-out in the plan set or removed them from the details.

2. Waivers

- a. Engineering takes no position on any of the requested waivers with the exception of Section 16.02(22) regarding the requirement of sumps in catch basins. Engineering does not support the waiver to the sump requirements of Detail SD-6.

3. Conditional Use Permit

- a. The applicant is applying for a conditional use permit under Article 28-4-3(d), Conditional Use Permits Required for Certain Disturbance of Wetland Buffers. Engineering takes no position on this request.

4. Sheet S-3, Existing Conditions Plat

- a. None at this time.

5. Sheet G-1

- a. Under General Notes (9), add “if applicable” at the end of the first sentence.

6. Sheet C-2.0

- a. Indicate in some way the portions of the building that is to be one story and two stories similar to other sheets in the set.

7. Sheet C-2.1, Proposed Site Plan

- a. Cape Cod Berm is proposed for several curb locations. However, pursuant City of Concord Construction Standards and Details Section 3(2)(C), only granite curb is allowed. Please revise the proposed curbing to follow these regulations. Engineering would support a waiver for replacement of existing asphalt curbing with Cape Cod Berm, but not for the placement of new curbing.

8. Sheet C-3.0, Grading and Drainage Plan

- a. The location of CB2 could be problematic if it is overwhelmed causing water to be trapped between three walls. Would it make sense to relocate it? Would it make sense to relocate the 6” outlet pipe out from under the floor slab? It is not clear if the west side of the proposed building is open under the second story.
- b. Label the 50’ wetland buffer.

- c. It appears the drainage on the 8.3%-sloped driveway will flood the existing Matthes Cage Athletic Facility. Is a design with more positive drainage possible?
- d. Provide a storm sewer profile for each storm sewer line, including crossing information, pursuant to CSD 16.02(14)(b).
- e. Show the test pit information in the plan set currently located in the Drainage Report. Include the infiltration rates for each test pit.
- f. Please provide the finished floor elevations for the section of building with two floors.
- g. There appears to be conflicts with proposed lighting around the parking lot. Please ensure light placement will not be in conflict with other site features.
- h. Move the gate for the relocated hydrant closer to the hydrant so it's not in a parking spot.
- i. Confirm there is no conflict with the AC unit concrete pad and the proposed building foundation.
- j. Confirm DMH 3 will not conflict with the foundation for the proposed building.
- k. The invert out for FES 2 listed in the Drainage Schedule appears to be too high.
- l. The drainage note for DMH 1 has a 24" invert. Confirm that is the intent of the design.

9. Sheet C-4.0, Erosion Control Plan

- a. Move the construction entrance tracking pad to the narrow portion of the drive/parking lot so it spans the whole drive width, pursuant to CCSD E-1.
- b. Place erosion control devices adjacent to and downstream of the rip rap outlets next to the flared end sections, pursuant to CSD 27.09(2).
- c. Add a note stating all disturbed land shall be covered with loam a minimum depth of 6 inches, pursuant to CSD 27.09(3).
- d. Add a note stating a site shall be deemed to be stabilized when it is in a condition in which the soils on site will not erode under the conditions of a ten-year storm, pursuant to CSD 27.09(5).

10. Sheet C-5.1, Construction Details

- a. The Catch Basin/Drop Inlet Detail shows no sump. Sumps are required for catch basins and drop inlets to catch sediment. A waiver has been applied for but not yet approved and Engineering does not support the waiver at this time.

11. Sheet C-5.2, Construction Details

- a. Remove the Cape Cod Berm Detail and replace it with a granite curbing detail, such as CCSD C-1 or C-2.
- b. On the Insulated Pipe Detail, replace “3’ for Storm Drain” with “4’ for Storm Drain.” Show 2’ of insulation on either side of the pipe instead of 2’ centered on the pipe. Revise the Styrofoam note to state “2” Rigid Polystyrene thermal insulation with a minimum R value of 10,” pursuant to CCSR Section 3(F)(2).

12. Sheets C-5.3, Construction Details

- a. On the Rip Rap Outlet Protection Apron, for FES-1 and -2, a d50 of 9” is shown for the rip rap. However, the rip rap outlet apron sizing calculations in the Drainage Report show a d50 of 4” with a blanket thickness of 9” for these aprons. Please revise to match.

13. Sheet L5-01, Planting Plan

- a. Turn on the proposed and existing utilities to ensure a separation from the proposed trees of at least 10’, pursuant to CSPR 27.06(5).

14. Stormwater Management Report

- a. Provide a full summary of the 25-, 50-, and 100-year calculations in HydroCAD, pursuant to CSPR 22.07(1).
- b. Provide infiltration rates for each test pit.

State/Federal Permits

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

- EPA General Construction Permit
- NHDES Alteration of Terrain Permit
- NHDES Wetland Bureau Permit

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. Per Site Plan Regulation 27.11, establish a financial guarantee (letter of credit, or cash deposit) for site stabilization.
2. The following permit(s) will need to be obtained from the Engineering Services Division:
 - 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>

3. Per Site Plan Regulation 36.24, the Applicant is responsible for paying engineering permit inspection fees to ensure work is consistent with City standards and the Approved Plans.

Prior to scheduling the pre-construction meeting, the Applicant should apply for the required Engineering permits listed above and provide an estimate of the anticipated number of inspections for review by Engineering. The Applicant shall provide a project schedule when applying for the required permits.

The permit fees shall be paid prior to scheduling the pre-construction meeting.

4. Establish a performance surety (bond, letter of credit, or cash deposit) for work within the Right-of-Way and proposed public improvements or common private improvements per Subdivision Regulation 10.09, prior to subdivision plat signature (13.02 (7), and 30.01. An engineer's cost estimate, prepared by the Applicant and based on the current NHDOT weighted average unit prices, shall be submitted a minimum of two weeks prior to scheduling the pre-construction meeting.
5. When above requirements have been met, request to set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc. Engineering permits will not be authorized (unless explicitly stated otherwise) until final revised plans have been submitted and approved to the satisfaction of Planning and Engineering.

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.
3. Retaining wall design drawings (stamped Structural Engineer licensed in the State of NH) shall be submitted to Engineering for proposed retaining walls that are greater than 4 feet high. In addition, walls greater than 48 inches require a Building Permit from the Code Administration Office.