



*AnneMarie Skinner, AICP
City Planner*

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

Staff Report for Planning Board

Meeting on June 18, 2025

Project Summary – Amendment to Major Site Plan

Project: St. Paul's School Admission Center (2023-98)
Property Owner: St. Paul's School
Applicant: Nobis Group
Project Address: 16 Dunbarton Rd
Tax Map Lot: 723Z 13/6

Project Description:

The applicant is requesting an amendment to the approval for major site plan to eliminate the proposed sidewalk along the driveway off Dunbarton Rd, to install an asphalt pad in lieu of a concrete pad for the dumpsters, and other minor revisions as shown on the sheets submitted for the public hearing on June 18, 2025.

On May 17, 2023, the Planning Board granted conditional site plan and architectural design review approvals for the construction of a new admission center.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 1-page narrative, dated May 14, 2025, prepared by Nobis Group; revised Sheets C-1.0, C-3.0, and C-4.0, originally dated March 15, 2023, with numerous revision dates, the latest being May 14, 2025; and revised Sheets L1-1, L2-1, and L3-1, issued June 30, 2023, with the latest revision date of May 15, 2025, prepared by Arcadis.

1. Project Details and Zoning Ordinance Compliance:

Zoning District: Institutional (IS) District

Existing Use: Vacant

Proposed Use: Admissions center

Overlay Districts:

Flood Hazard (FH) District None

Shoreland Protection (SP) District None

Historic (HI) District None

Penacook Lake Watershed (WS) District None

Aquifer Protection (AP) District None

2. Comments:

- 2.1 Per Section 6.05, proposed revisions to a major site plan that result in a major change to an approved site require a new public hearing before the Planning Board as required for a new application. The proposed revision qualifies as a major change, rather than minor, so the public hearing process is being followed as if this was a new application.
- 2.2 The Assessing Department reviewed this application and had no general comments.
- 2.3 The Engineering Services Division reviewed this application and had no general comments.
- 2.4 The Fire Department reviewed this application and had no general comments.
- 2.5 The General Services Department reviewed this application and had no general comments.
- 2.6 The Planning Division provides the following:
 - a. Administrative approval for PL-ADM-2025-0062 was granted on January 31, 2025, for minor changes to the south entry elevation, irrigation plan, and landscaping plan.
 - b. Administrative approval for PL-ADM-2025-0069 was granted on February 27, 2025, for minor changes to the grading plan.
 - c. Administrative approval for PL-ADM-2025-0077 was granted on April 11, 2025, for a revision to the porous pavement schedule.
 - d. Administrative approval was requested for PL-ADM-2025-0078, but was denied. The Clerk of the Planning Board determined that the changes proposed in PL-ADM-2025-0078 required Planning Board approval. Subsequently, the applicant submitted this amendment application.
 - e. The requested amendments including in this application are as follows:
 - Removal of sidewalk and curb ramps along the parking lot driveway from the project scope and replaced with sod (depicted on Sheet L1-1, Sheet L2-1, Sheet L3-1, and Sheet C-1.0);
 - Removal of new curb ramp on the east side of Dunbarton Rd from the project scope (depicted on Sheet L1-1, Sheet L2-1, and Sheet C-1.0);
 - Reconfigured sidewalk at southwest corner to connect walkways from north and east (depicted on Sheet L1-1, Sheet L2-1, Sheet L3-1, and Sheet C-1.0);
 - Landform highpoint lowered per owner request (depicted on Sheet L2-1);
 - Parking lot regrading to drain toward catch basin 4 with associated walkway grading adjustments (depicted on Sheet L2-1 and Sheet C-4.0);
 - To not provide the Concord Construction Standards and Details for SD-3 (Storm Drain Manhole) and M-9 (Multiple Dumpster Pad) (Sheet C-1.0)
 - Addition of catch basin 4; tip downs on both sides of the ADA access parking aisle; sidewalk on the south side connecting to Jerome Ridge revised to connect the two sidewalk; asphalt dumpster pad instead of concrete dumpster pad; structure covers for catch basin 2 and catch basin 3 revised with drainage manhole covers; removal of sidewalk along driveway entrance off Dunbarton Rd; updated lot coverage calculations based on removal of sidewalk; tipdown next to existing crosswalk taken out of scope and to remain as is; and addition of notes reflecting parking

lot paving schedule as administratively approved on April 11, 2025 (depicted on Sheet C-1.0, Sheet C-3.0, and Sheet C-4.0); and

- Associated waivers.

3. Compliance with Site Plan Regulations:

- 3.1 The Assessing Department reviewed this application and had no compliance comments.
- 3.2 The Engineering Services Division reviewed this application and commented that the amendment does not comply with Section 21.01, 21.03, and 21.04 of the Site Plan Regulations. However, the applicant requests waivers from Sections 21.01, 21.03, and 21.04 of the Site Plan Regulations. With the granting of the waiver requests, the amendment does comply with the Site Plan Regulations.
- 3.3 The Fire Department reviewed this application and had no compliance comments.
- 3.4 The General Services Department reviewed the application and had no compliance comments.
- 3.5 The Planning Division reviewed the application and had no compliance comments. With the granting of the waiver requests, the amendment complies with the Zoning Ordinance and Site Plan Regulations.

4. Variances:

- 4.1 No variances are requested.

5. Waivers:

- 5.1 The applicant requests waivers from the following sections of the Site Plan Regulations:
- a. Section 16.02(22) *Construction Details*, to not fully comply with construction details SD-3 (Storm Drain Manhole) and M-9 (Multiple Dumpster Pad) from the Concord Construction Standards and Details, and instead:
 - Revise structure covers for CB-2 and CB-3 with drainage manhole covers and not install a concrete invert as shown on detail SD-3 but leave the installed catch basins as is with a drain manhole cover to eliminate the risk of the mulch beds draining into the catch basins.
 - Install an asphalt dumpster pad, rather than the concrete dumpster pad required by detail M-9.
 - b. Section 21.01 *Sidewalks General Requirements*, to not provide an on-site sidewalk along the admission center's driveway off Dunbarton Rd;
 - c. Section 21.03 *Connection to Public Sidewalks*, to not provide a sidewalk connection to the existing sidewalk along Dunbarton Rd, which ultimately connects to the public sidewalk along Pleasant St; and
 - d. Section 21.04 *Accessibility*, to not provide an accessible curb ramp at the east end of the existing crosswalk in Dunbarton Rd.

The applicant provided an analysis of the five waiver criteria listed in Section 36.08 of the Site Plan Regulations and the criteria in RSA 674:44(III)(e).

Staff reviewed the evidence submitted and supports the waiver request.

6. Conditional Use Permits:

- 6.1 No conditional use permits are requested.

7. Architectural Design Review:

- 7.1 No appearances before the Architectural Design Review Committee are necessary for this application.

8. Conservation Commission:

- 8.1 No appearances before the Conservation Commission are necessary for this application.

9. Recommendations:

- 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/or, 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 16.02(22) *Construction Details*, to not fully comply with construction details SD-3 (Storm Drain Manhole) and M-9 (Multiple Dumpster Pad) from the Concord Construction Standards and Details, and instead:
 - Revise structure covers for CB-2 and CB-3 with drainage manhole covers and not install a concrete invert as shown on detail SD-3 but leave the installed catch basins as is with a drain manhole cover to eliminate the risk of the mulch beds draining into the catch basins.
 - Install an asphalt dumpster pad, rather than the concrete dumpster pad required by detail M-9.
- b. Section 21.01 *Sidewalks General Requirements*, to not provide an on-site sidewalk along the admission center's driveway off Dunbarton Rd;
- c. Section 21.03 *Connection to Public Sidewalks*, to not provide a sidewalk connection to the existing sidewalk along Dunbarton Rd, which ultimately connects to the public sidewalk along Pleasant St; and
- d. Section 21.04 *Accessibility*, to not provide an accessible curb ramp at the east end of the existing crosswalk in Dunbarton Rd.

- 9.3 **Grant major site plan amendment approval** for the removal of the sidewalk along the driveway off of Dunbarton Rd, and other site modifications as shown on Sheets C-1.0, C-3.0, and C-4.0, revised 5/14/2025, and Sheets L1-1, L2-1, and L3-1, revised 5/15/2025, all as submitted for the public hearing on June 18, 2025, subject to the following precedent and subsequent conditions:

(a) Precedent Conditions

1. Submit two full-size paper sets of the aforementioned sheets with the signatures and seals of the appropriate licensed professionals for signature by the Planning Board Chair and Clerk.

(b) **Subsequent Conditions**

1. The application is subject to all previous conditions of approval for Case 2023-98.
2. This approval notwithstanding, the applicant is responsible for full knowledge of, and compliance with, the municipal code, Site Plan Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted.
3. Erosion control measures shall be installed and maintained in accordance with Section 27.09 of the Site Plan Regulations.
4. In accordance with Section 27.11 of the Site Plan Regulations, a site stabilization guarantee shall be provided to ensure that sites are properly stabilized.
5. Per Section 33.08 of the Site Plan Regulations, no certificate of occupancy or use permit may be issued prior to a determination by the Clerk that the proposed use is consistent with the Board's approval.
6. Per Section 36.15 of the Site Plan Regulations, the Clerk shall not approve any certificate of occupancy, nor shall any use of the building or site commence, unless the proposed improvements, and the proposed use of land or buildings, is found to comply with the approved site plan and the conditions of Planning Board approval.
7. Per Section 36.19 of the Site Plan Regulations, 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 and Code Administrator.
8. Per Section 36.24 of the Site Plan Regulations, no certificate of occupancy or other use permit shall be issued until the development has been completed according to the approved plans.
9. Per Section 36.25 and Section 12.09 of the Site Plan Regulations, and **prior to the issuance of a certificate of occupancy, the applicant's engineer or surveyor shall submit to the City Engineer a detailed "as-built" survey showing the location of buildings, structures, utilities, parking areas, driveways and access, as well as for any public improvement constructed indicating location, dimensions, materials, and other information required by the City Engineer. The as-built survey shall also be submitted in digital format and media conforming to the Engineering Services Division's as-built checklist.**

Prepared by: AMS