



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

November 16, 2022

Project Summary – Major Site Plan

Project: Boys & Girls Club Major Site Plan Application (2022-71)
Property Owner: Boys & Girls Club of Central NH Inc.
Address: 76 Community Drive
Map/Block/Lot: 1424P/ 38

Determination of Completeness:

Determine this application complete and set the public hearing for December 21, 2022. As part of the motion, indicate that the project does not meet the criteria for a Development of Regional Impact (DRI), per RSA 36:55.

Project Description:

The applicant is proposing to demolish existing buildings and construct a new single-story building for use as a community and day care center at 76 Community Drive in the Neighborhood Residential (RN) District. City Administration is currently exploring potential acquisition of a portion of the property for a new branch library and community center.

Project Details:

Zoning:	Neighborhood Residential (RN) District
Existing Use:	Former Community Center and vacant
Propose Uses:	Community Center
Minimum Lot Area:	10,000 sf
Existing Lot Area:	41,817 sf (0.96 ac)
Minimum Lot Frontage:	80 ft
Existing Lot Frontage:	154.30 ft (Community Dr), 269.24 ft (Dolphin St), 154.36 ft (High St)
Minimum Setbacks:	N/A
Proposed Setbacks:	10 ft front, 45.5 ft rear, 5 ft side
Parking Required:	53 spaces
Parking Proposed:	25 spaces, including 2 ADA (<i>Variance granted, see Comment 1.2 below</i>)

1. General Comments

- 1.1 The following comments pertain to the 18-sheet plan set titled “Boys and Girls Club of Central NH, Community Drive, Concord, NH” prepared by Wilcox & Barton Inc., dated October 19, 2022.
- 1.2 At their meeting on September 7, 2022, the Zoning Board of Adjustment granted the following variances:
- Variance to Article 28-2-4(j)(d) to allow a child day care facility in the RN District
 - Variance to Article 28-2-4(j)(d) to allow a child day care facility in the RN District
 - Variance to Article 28-2-1(h) to permit lot coverage of 65%, where 50% maximum is allowed
 - Variance to Article 28-5-40 to allow a 6-foot fence in the front yard
 - Variance to Article 28-7-3(e) to allow for 25 parking spaces where 53 are required
 - Variance to Article 28-7-5 to allow 2 handicapped parking spaces where 3 are required
 - Variance to Article 28-7-7(g)(1) to allow off-street parking in a front yard.
- 1.3 Architectural Design Review (ADR) is required for the Major Site Plan application. The Applicant went before the ADR Committee at their November 1, 2022, meeting for preliminary feedback. ADR provided comments and requested that the Applicant return to the December 6, 2022 meeting. Suggestions included staggering the façade to provide depth and dimension; consider altering the roof line; changing the windows where the gymnasium is located so that it doesn’t look like it’s two-story; relocating the dumpster so that it is not the first thing seen when entering the site; and reconsidering the addition of a shed.
- 1.4 The project is located on four parcels; the voluntary lot merger was recorded on August 22, 2022.
- 1.5 See comments from the Engineering Division in a separate memo.

2. Conditional Use Permit

- 2.1 The Applicant requests a CUP in accordance with Article 28-7-11(f) *Alternative Parking Arrangements – Driveway Separation Alternatives* (Zoning Ordinance) to allow for the entrance and exit drives to be located less than 125 ft from the intersection of a local road (Dolphin Street).
- 2.2 Please see the narrative that the Applicant has submitted under Supplemental information, which outlines how the proposed driveway alignment, and how safety conditions will be improved over existing conditions. Staff finds that it addresses the CUP criteria for this use and supports the CUP.

3. Technical Review Comments

- 3.1 The Existing Conditions and Demolition Plans depict the 4 original site parcels. The property was subject to a lot consolidation, which was recorded at the Merrimack County Registry of Deeds at Book 3803 Page 188 on August 22, 2022. Please revise the plans to show the final lot configuration, or add a note referencing the lot consolidation.

Please note that the final address of the site will be 76 Community Drive, and the final Assessor’s map and lot number will be 1424P/38. Please revise plans accordingly.

In addition, on Sheet C1.2, there is a note indicating that the lots will be merged. Please revise

accordingly.

- 3.2 In the Zoning Notes table, please show the total frontage per street, not the entire frontage for all three streets.
- 3.3 Per Section 18.04 of the Site Plan Regulations (SPR), the length of parallel parking spaces shall be 22 feet. One of the spaces in front of the building is shown as 20 feet in length. Please revise.
- 3.4 The light fixtures shown on the Site Plan do not match the symbol shown in the general legend. Please revise to match, and consider added a label on the Site Plan.
- 3.5 Staff understands that the dumpster, shed, and transformer locations will be shifted in future submissions from the locations shown. Staff will review and comment on those revisions in subsequent reports. Please ensure that a landscaped area with a minimum width of 8 ft containing trees and shrubs be planted between the enclosure fence and abutting residential use, in accordance with Section 20.06 (SPR).
- 3.6 The “proposed line of demarcation between the project and City” relative to off-site improvements located in the Dolphin Street rights-of-way shall be removed from the plans. All off-site improvements shall be coordinated with the General Services Department depending on the City’s paving schedule for the Dolphin Street improvements as part of FY2023 Capital Improvement Program Project #78. Any potential cost share associated with off-site improvements for this application shall be subject to negotiation with City Administration, and appropriation of funds by the City Council.
- 3.7 The Erosion Control Plan is difficult to read, please consider either screening the proposed conditions, or limiting the amount of information shown. Please confirm the limits of the silt fence, the line is hidden under other lines. It does not appear that any protection is proposed along the norther boundary. Will construction fencing, or some other barrier be placed in this location to protect the adjacent properties during construction?
- 3.8 On the details for the dumpster enclosure and privacy fencing, staff requests that the Applicant provide proposed colors.
- 3.9 Staff understands that the Applicant will be submitting revised architectural plans to address ADR comments. In future submissions, please include all information required in Section 16.03 (SPR), including the size and spacing of all windows and door openings shall be noted on the elevations, and the proposed colors and materials for all exterior elements.
- 3.10 The following comments pertain to the Landscape Plan.
 - The Plan references a separate Sheet L-02, please provide.
 - Landscape Details shall be provided
 - The (1) TC label along Dolphin Street should be (2) TC
 - The label for the 3 trees south of the High Street exit was cut off and does not show the species symbol
 - There appears to be conflicts with a tree at the northeast corner located too close to the underground utility, and a tree along Community Drive being too close to the water service. Please revise and confirm there are no other utility conflicts.
 - Please confirm whether there will be a conflict with the proposed plantings in the snow storage areas. Is there a back-up plan for snow storage if the storage areas cannot hold all of the snow without damaging the vegetation?

Prepared by: BAF

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Martha Drukker
Acting City Engineer

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

MEMORANDUM

TO: Heather Shank, City Planner
FROM: José Lovell, PE, Associate Engineer
DATE: November 8, 2022
SUBJECT: Boys & Girls Club Major Site Plan – Engineering Review
76 Community Drive; Map 1424P Lot 38, 39, 40, 41 Project 2022-71

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

- Drawings titled “Boys and Girls Club of Central NH” prepared by Wilcox & Barton, dated October 19, 2022 (last revised on n/a)
- Stormwater Management Plan prepared by Wilcox & Barton dated October 19, 2022 (last revised on n/a)

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.

It is strongly recommended that the Applicant schedule a meeting to discuss these comments prior to beginning any revisions. All revisions shall be highlighted or clouded and accompanied by a response letter addressing all comments.

Drawings

1. Notes & Legend (Sheet C0.2)

- a. General note 1.10 should have the company name updated for any test pits performed.

2. Existing Conditions Plat

- a. The Existing Conditions Plat indicates that there is an 8” X 8” granite bound 4” below grade at the southwest corner of the subject property. The Site Plan envisions a new sidewalk up against that bound. Provisions need to be made for the land surveyor to raise that bound to grade in conjunction with the construction

of the sidewalk. The Existing Conditions Plat also indicates that there is a 5" X 5" granite bound 5" below the grade of the pavement at the southeast corner of the subject property. Provisions need to be made for the land surveyor to raise this bound to grade in conjunction with the construction of the sidewalk and roadway.

3. Site Plan (Sheet C1.2)

- a. The Site Plan, Sheet C1.2, should include all boundary line data as shown on the Existing Conditions Plat.
- b. There are existing utility poles along Dolphin Street that appear to conflict with the proposed on-street parking. It appears as though there may be proposed pole relocation symbols on the Site Plan that are not labeled. Please clarify these symbols. The existing poles and proposed relocations should be reviewed with the appropriate utility. Proposed utility pole locations these should also be shown on the Utility Plan.
- c. Provide note stating all stormwater improvements will be maintained by the property owner in perpetuity in accordance with:
 - i. local, state, federal regulations
 - ii. NHDES Stormwater Manual recommendations
 - iii. stormwater maintenance and operations plan
 - iv. any manufacturer specifications.
- d. Confirm that Concord Fire Department apparatus can successfully navigate the site to provide required fire protection.
- e. It appears that the access aisles for the proposed handicapped accessible parking are intended to be within the proposed concrete sidewalk. If this is the intent, the proposed ADA parking signs may be an obstruction to the required access aisle and should be revised. Also, the van accessible parking space should be identified per Site Plan Regulation 18.06.
- f. There appears to be a 19' wide area along the on-site parallel parking that may be intended as a no-parking area. This area should be clarified on the plan and signage added if necessary.
- g. The westerly end of the angled parking creates a sharp corner of pavement that can make maintenance difficult. The applicant may want to consider squaring off the last parking space.

4. Grading & Drainage Plan (Sheet C1.3)

- a. The grading and curb elevations should be reviewed between the accessible parking and the curb tip down/crosswalk immediately to the east. It appears that the curb may have minimal reveal or may need to be flush where the tip down is shown. The detectable warnings in this area should be reviewed also. Additional detectable warnings may be required prior to the flush curb at the handicapped parking to alert pedestrians they are entering a potential vehicular area.
- b. There is a symbol change in the curbing at the accessible parking spaces. Please clarify what is being proposed for curbing/grades along the proposed sidewalk. Tip down callouts / calling out where curbing is flush vs raised for clarity could be helpful.
- c. The cross slope from the back of sidewalk (370.80) to the edge of pavement at the accessible parking space (~370.57) is 2.7%. This exceeds the ADA maximum allowable cross-slope of 2% for an accessible route. Please check all slopes on accessible routes for compliance.
- d. N-DMH 2 has an outlet connection to an existing catch basin in Dolphin Street that does not appear to have any outlet pipes. The applicant shall confirm this catch basin is proposed to be connected to a drainage conveyance system and confirm the connectivity of the existing drain system in this area. This catch basin also appears to conflict with the curb line along the proposed parallel parking on Dolphin Street and may need to be relocated.
- e. The drain leaving N-DMH 2 is HDPE and enters the ROW. Per City Construction Standards paragraph 6.02.4.a, HDPE pipe shall only be used on private sites. Where a private drain line may cross the City of Concord's ROW, there shall not be a combination of two different products such as the use of concrete and HDPE. The entire drain line shall be constructed of either RCP or PVC. RCP shall be Class IV.
- f. There is an existing catch basin at the corner of Dolphin Street and Community Drive with two proposed drain connections. It is not clear if this structure is large enough to accept the two proposed penetrations while still meeting City Standards. This drainage structure may need to be replaced to accept the proposed drain line connections as shown. The existing catch basin is also shown to be within the proposed raised sidewalk and may need the grate replaced with a solid drain manhole cover. The raised sidewalk appears to create a low point at the curb line that would drain to the existing catch basin under existing conditions. An additional drainage structure may be necessary at the curb line if the road is not intended to be regraded.

- g. There are multiple locations where proposed drain pipe does not have the required cover. A utility profile should be provided and locations without required cover called out.
- h. Existing structures should be labeled in the Grading and Drainage plan using the naming convention shown in the Existing Conditions Plat.
- i. RD 2 appears to be proposed beneath where a fence post footing would be near where it exits the building. The fence post footing appears to be 2.5 ft deep and the drain line appears to have less than 3 ft of cover.
- j. Please confirm that the site entrance on Community Drive is graded to comply with City Standards.

5. Utility Plan (Sheet C1.4)

- a. Proposed utility pole relocations should be shown here.

6. Erosion Control Plan (Sheet C1.5)

- a. Provide inlet protection at existing catch basin south of driveway entrance.
- b. Silt fence on the east side of the property should be extended along the property line to capture sediment runoff from grading and drainage installation.
- c. Additional construction entrance area should be provided anywhere truck traffic will be exiting the disturbed areas onto the existing driveway pavement. This may include the area where the easterly drive aisle will be located.
- d. Engineering encourages, but does not require, the following wildlife-friendly erosion control practices:
 - i. Use temporary erosion and sediment control products that either do not contain netting, or that contain netting manufactured from 100% biodegradable non-plastic materials such as jute, sisal, or coir fiber. Degradable, photodegradable, UV-degradable, oxo-degradable, or oxo-biodegradable plastic netting (including polypropylene, nylon, polyethylene, and polyester) are not equivalent alternatives. Netting used in these products should have a loose-weave wildlife-safe design with movable joints between the horizontal and vertical twines, allowing the twines to move independently and thus reducing the potential for wildlife entanglement.
 - ii. Avoid the use of silt fences reinforced with metal or plastic mesh or if possible recommend the use of erosion control berms.

- iii. When no longer required, temporary erosion and sediment control products should be removed promptly from the project site.
- iv. Use nonwoven coir fabric when a surface fabric treatment is required for erosion control and stabilization, such as 100% biodegradable coconut fiber mat or equal as reviewed and approved by the project design engineer.
- v. Use woven coir fabric when site conditions warrant. The outer layer of woven coir fabric should be a high strength, continuously woven mat (i.e., without seams) and made of 100% coconut fiber.

7. Utility Profiles (Sheet C2.1)

- a. The sewer service profile shows a proposed 6-in building service connecting to an existing 4-in service in the street. This use requires a 6-in sewer connection.
- b. The sheet number should be revised to agree with the Cover Sheet.

8. Construction Details (Sheets C5.1 - C5.5)

- a. Project specific details (including elevations of the chambers) should be provided for the infiltration gallery details.
- b. Details for the underground infiltration gallery outlet structures should be included in the plan set.
- c. The applicant should clarify if an isolator row is to be included for Infiltration Gallery 1.
- d. The underground infiltration gallery detail indicates that an underdrain is associated with the system. The applicant should clarify if this is intended as it is not shown on the Grading and Drainage Plans or in the drainage calculations.

9. Landscape Plan (Separate Sheet)

- a. The tree plantings should be coordinated with the underground utilities. There appears to be a conflict with the proposed water service line from Community Drive.
- b. Unless otherwise directed by Planning, the Landscape Plan should be included in the plan set.

10. Site Lighting Layout (Separate Sheet)

- a. The property boundaries should be shown here.
- b. Unless otherwise directed by Planning, the Site Lighting Layout should be included in the plan set.

Reports

11. Stormwater Management Report

- a. The label for POI 2 should be corrected on the pre and post development stormwater plans.
- b. A stormwater maintenance and operation plan should be provided per Site Plan Regulation 22.05.
- c. A test pit should be conducted to confirm the groundwater elevation. Site Plan Regulation 22.07 (2) requires 4 feet of separation between the bottom of an infiltration system and groundwater.

12. General Comments

- a. The final address of the site will be 76 Community Drive. Please revise the plans to reflect this address. It is my understanding that there will be two entities in the building, with the “Community Room” as shown on the site plans, being owned by the City, and the “Penacook Community Center” being owned by the Boys and Girls Club. The portion of the building being owned by the City will have the final address of **76 Community Drive, Suite 1**, and the portion of the building being owned by the Boys and Girls Club will have the final address of **76 Community Drive, Suite 2**.
- b. Pedestrian access should be considered from High Street to the front of the building.
- c. The Applicant is advised that the City will be repaving Dolphin Street next year and the Applicant shall coordinate work with the City as directed by Planning. Please coordinate with Planning for potential revisions to the Line of Demarcation.
- d. Crosswalk warning signs shall be added to both sides of the street at High Street crosswalk.
- e. ADA compliant ramp and detectable warning panel shall be provided across Community Drive.
- f. A fire protection engineer shall provide, on their letterhead, a document certifying that the new proposed water service line is adequately sized and designed for the proposed site conditions, including addressing whether domestic water is also tapped off of the same line. All fire prevention requirements shall be satisfactorily demonstrated.

State/Federal Permits

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

- EPA Construction General Permit – Notice of Intent
- NHDES Registration and Notification for Storm Water Infiltration to Groundwater (if applicable)

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. Any monumentation for proposed lot lines shall be set prior to recording the plan, if applicable.
3. The following permit(s) will need to be obtained from the Engineering Services Division:
 - a. Driveway Permit
 - b. Excavation Permit
 - c. Utility Connection Permit(s)
 - d. 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>

4. 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.
 - a. 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.
 - b. The permit fees shall be paid prior to scheduling the pre-construction meeting.
5. Water and Sewer Investment Fees will need to be paid (as part of the Utility Connection Permit process).

6. The contractor shall submit a Temporary Traffic Control Plan (TTCP) for all work in and adjacent to the City ROW that will require lane closures or occur adjacent to the edge of road. TTCP must be submitted to Engineering for review and approval a minimum of two weeks prior to the pre-construction meeting.
7. 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 sign (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. The surety shall be established at least one week prior to the pre-construction meeting.
8. Provide copy of NOI submitted to EPA (and accompanying SWPPP) and acknowledgement of receipt by EPA prior to scheduling the pre-construction meeting.
9. 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, and 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.