



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

Staff Report for Planning Board

Meeting on September 17, 2025
Project Summary – Minor Site Plan

Project: Enterprise Mobility (2025-104)
Property Owner: Skuffy's LLC
Applicant: Northpoint Engineering, LLC
Project Address: 28 Manchester Street
Tax Map Lot: 781Z 31

Determination of Completeness:

When determining the completeness of a minor site plan application, the Board shall consider the requirements of Sections 7.06, 15, and 36.14(1) of the Site Plan Regulations, the written recommendation of the Planning Division, and any written communications from the applicant, abutters, and parties of interest; **however, no hearing shall be opened nor shall testimony be received on a determination of completeness.** If it is determined that the application is complete, the Board shall then open the public hearing on the application.

Staff reviewed the application for completeness based upon the criteria of the Site Plan Regulations, and concluded that all criteria for completeness have been met, or will be met with granting of waiver requests, and that the application contains sufficient information and detail for a full review and action by the Board.

Based upon staff's review of the application, it is recommended that the Board move to:

- **Determine the application complete;**
- **State that the project does not meet the criteria for a development of regional impact per RSA 36:55; and**
- **Open the public hearing.**

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). Provided the Board determines the application complete, the 65-day period shall commence on September 17, 2025, and end on **November 21, 2025**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (**November 21, 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 proposes to remove an existing, attached garage and adjacent pavement, and construct a new 760-square-foot two-bay garage along with new associated site and drainage improvements and

requests certain waivers from the Site Plan Regulations, at Tax Map 781Z Lot 31, addressed as 28 Manchester Street, in the Gateway Performance (GWP) District.

On September 17, 2003, the Planning Board conditionally approved the site plan to construct a building with associated parking and utility improvements for auto rentals at 28 Manchester Street (Case 2003-079). On July 29, 2004, the applicant applied for and was issued a building permit to remove an existing structure and replace it with a new office building for Enterprise Rent-A-Car (BP450-04).

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 9-sheet civil plan set, titled “Enterprise Mobility”, dated August 2025, prepared by Northpoint Engineering, LLC; a 4-sheet architectural plan set, titled “Enterprise Holdings, Inc”, dated August 12, 2025, prepared by J Ferrera Associates Inc; a 2-sheet existing and adjacent property photos and proposed renderings sheet, titled “Enterprise Holdings, Inc”, dated August 12, 2025, prepared by J Ferrera Associates Inc; a 149-page stormwater management report, dated August 20, 2025, prepared by Northpoint Engineering, LLC; three 2-page Zoning Board of Adjustment decision letters, dated June 4, 2025, for cases ZBA-0273-2025, ZBA-0274-2025, ZBA-0275-2025, and ZBA-0281-2025; and nine waiver request forms.

1. Project Details and Zoning Ordinance Compliance:

Zoning District: Gateway Performance (GWP) District
 Existing Use: Automobile rental and sale
 Proposed Use: No change
 Overlay Districts:
 Flood Hazard (FH) District Yes
 Shoreland Protection (SP) District No
 Historic (HI) District No
 Penacook Lake Watershed (WS) District No
 Aquifer Protection (AP) District No
 Wetland: No
 Wetland buffer: No

Zoning Code Item	Required	Proposed
Minimum Total Area	---	0.94 acres
Minimum Buildable Land	---	40,946 square feet
Minimum Lot Frontage	300 feet	172 feet
Minimum Front Yard	25 feet	30 feet
Minimum Rear Yard	25 feet	15 feet
Minimum Side Yard	25 feet	18 feet
Maximum Lot Coverage	85%	60%
Maximum Building Height	45 feet	24 feet
Off-street Parking	1/600 square feet of gross floor area at 1,929/600 = 3.22 spaces, 1/3000 square feet of outside display area at 5,130/3000 = 1.71 spaces, and 4/repair bay at 2 bays * 4 = 8 spaces, totaling 12.93 spaces Total Required = 13 parking spaces	Not Provided
Accessible Spaces	1-25 spaces in parking area = 1	Not Provided

	accessible space, which must be van accessible.	
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- 1.1 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 Clerk determines the impact fee at the time of building permit application, and the **applicant must request the waiver prior to the date of the determination.**
- 1.2 The proposed automotive rental and sale use is not permitted in the GWP District as per Section 28-2-4 *Allowable Principal and Accessory Uses in Zoning Districts*. However, as noted in Item 4 of this staff report, on August 6, 2003, the Zoning Board of Adjustment voted to grant a variance to allow for the expansion and redevelopment of a nonconforming principal automobile rental and sales use and expansion of customer parking and rental vehicle parking and display. On June 4, 2025, the Zoning Board of Adjustment granted a variance to allow for the expansion and continuation of this nonconforming use and characteristics of a use at 28 Manchester Street. At the Zoning Board of Adjustment meeting on June 4, 2025, the Zoning Board also voted to grant a variance to allow an 18-foot side setback where 25 feet is required, and to permit 171.98 feet of frontage where 300 feet is required. All other requirements of Section 28-4-1 *Dimensional Standards* are being met as noted in the table above, or will be addressed as specified in Item 3 of this staff report.

2. General Comments:

- 2.1 Per Section 6.01(4), 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) *Conditional Use Permits*, a completed conditional use permit application, if required, shall be made at the same time as the site plan application. No conditional use permits are required for this project.
- 2.3 Per Section 12.01 *Research*, the applicants shall familiarize 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*, 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(4) *Soils*, to not require the identification and classification of the extent and type of soils using the USDA Natural Resources Conservation Service System.
 - b. Section 15.03(7) *Buildings and Structures*, to not require the exterior dimensions to be provided on existing buildings and structures.
 - c. Section 15.03(23)(a), (b), (c), and (f), to not require certain tabulations on the existing conditions sheet.
 - d. Section 15.03(14) *Zoning*, to not require the existing conditions plan to show or label the zoning districts and boundary lines.
- 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(2) *Abutting Property*, to not show all abutting properties and property information on the site plan.
 - b. Section 15.04(6) *Topography*, to not require the site plan to show existing and proposed topographic conditions. Instead the applicant has provided a separate grading and drainage sheet included in the plan set containing this information.
 - c. Section 15.04(9) *Streets and Right-of-Way*, to not require the location and the right-of-way and traveled way widths of all existing streets.
 - d. Section 15.04(10) *Buildings and Structures*, to not require the location, layout, and use of existing and proposed buildings and structures, including additions, with exterior dimensions shown.
 - e. Section 15.04(13) *Municipal Sewer*, to not require the location, size, and invert elevations of existing and proposed sanitary sewers including manholes, catch basins, and culverts, including service connects to be shown on the site plan. Instead, the applicant has included a Grading and Drainage sheet in the plan set, which shall contain this information. Staff notes the applicant has requested a waiver, noted in Section 5 of this report, to not require this information to be provided on the site plan.
 - f. Section 15.04(14) *Drainage & Erosion Control*, to not require grading and information showing the information required in Section 16.02(12) on the site plan, and erosion control information for disturbed areas as required in Section 16.02(13) on the site plan. Instead the applicant has included a Grading and Drainage sheet with the plan set, which shall contain the required information. Staff notes the applicant has also requested a waiver, noted in Section 5 of this staff report, to not require information related to drainage and erosion control to be provided on the site plan.
 - g. Section 15.04(17) *Municipal Water Supply*, to not require the location and size of all existing and proposed water mains and service connections, including hydrants, gates, valves, and meters, and other appurtenances to be shown on the site plan. Instead the applicant has included a Grading and Drainage sheet in the plan set containing the required information. Staff notes the applicant has also requested a waiver, noted in Section 5 of this staff report, to not require information related to municipal water supply to be provided on the site plan.
 - h. Section 15.04(19) *Other Utilities*, to not require the location, type and size, where applicable, of the non-municipal utilities, which currently serve, or are proposed to serve the site to be shown on the site plan. Instead the applicant has included a Grading and Drainage sheet in the plan set containing the required information.

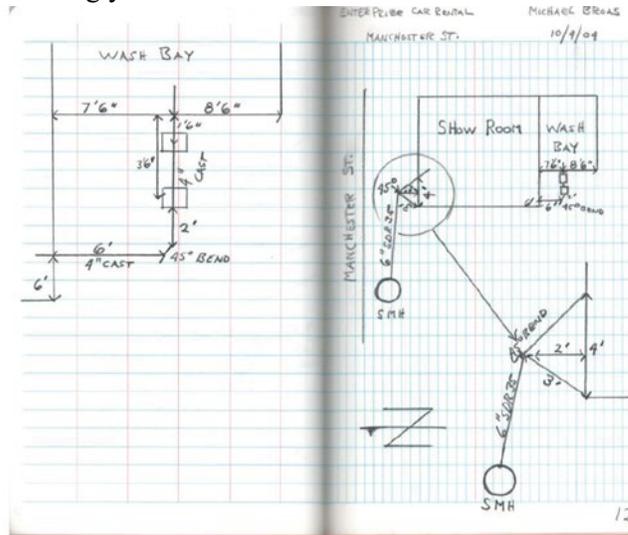
- i. Section 15.04(26) *Lighting*, to not require the type and location of existing and proposed outdoor lighting to be shown on the site plan as required in Section 29. The applicant has stated that the existing lighting is to remain with no new lighting proposed.
 - j. Section 15.04(28)(b), (f), (g), (i), (p), and (n) to not provide select tabulations on the site plan.
- 2.7 Staff notes an approximate 3-foot discrepancy between the proposed and existing elevations of the applicant's plan set, and the proposed and existing elevations in the plan set from the original site plan application Case 2003-079.
- 2.8 The Engineering Services Division general comments are noted in the attached memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated September 04, 2025.
- 2.9 The Assessing Department and Fire Department had no general comments.
- 2.10 The General Services Department had no comments provided that no additional drainage leaves the property.

3. **Site Plan Regulations Determination of Completeness**

The following items are missing from the submittal and **the Site Plan Regulations REQUIRE the items for the application to be deemed complete (unless a waiver from the requirement is otherwise approved).**

- 3.1 Section 12.04(9) requires the location plan to clearly show zoning district designations and boundaries. Specifically, the Open Space Residential (RO) District, High Density Residential (RH) District, and Gateway Performance (GWP) District are all present in the area depicted on the location plan and shall be clearly shown, with boundaries.
- 3.2 Section 15.03 *Existing Conditions Plan* requires that the existing condition plan shall contain certain information. 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, provided that the proposed extent and impacts of the proposed improvements to the site, and the City at large, can be satisfactorily reviewed and sufficient information is provided on the plan for the Planning Board to act on the application. Any such action has been noted in Item 2.5 of this staff report. Items listed below have been determined to be required and shall be shown on the existing conditions plan:
- 15.03(2) *Abutters* requires showing on the existing conditions plan the full names and addresses of all property owners and abutters as indicated in the records of the City Tax Assessor not more than five days before filing of the application, including the tax assessor's map-block-lot number for each parcel. Specifically, 29 Manchester Street is considered an abutter, as defined by RSA 672:3, and this information shall be provided on the existing conditions plan. Additionally, the deed citation shall be provided in accordance with Section 12.06(1), and the owner name, owner address, and property address shall be provided in accordance with Section 15.03(22), for 29 Manchester Street.
- 15.03(10) *Municipal Utilities* requires showing on the existing conditions plan, the location, size, material and type of municipal utilities currently serving the site including all structures, valves, hydrants, meters, and other appurtenances. Specifically, the sanitary sewer service, shown on the existing conditions plan is entering on the eastern side of the building. The City has a sewer history record, dated October 4, 2004, showing the service entering on the northern side of the building. This record also indicates a four-inch cast iron pipe connecting the wash bay to the show room building, which perhaps coincides with the two cleanouts located in the survey just west of the wash bay.

These corrections to the sanitary sewer service serving the building shall be reviewed by the applicant for accuracy, and depicted on the existing conditions plan accordingly.



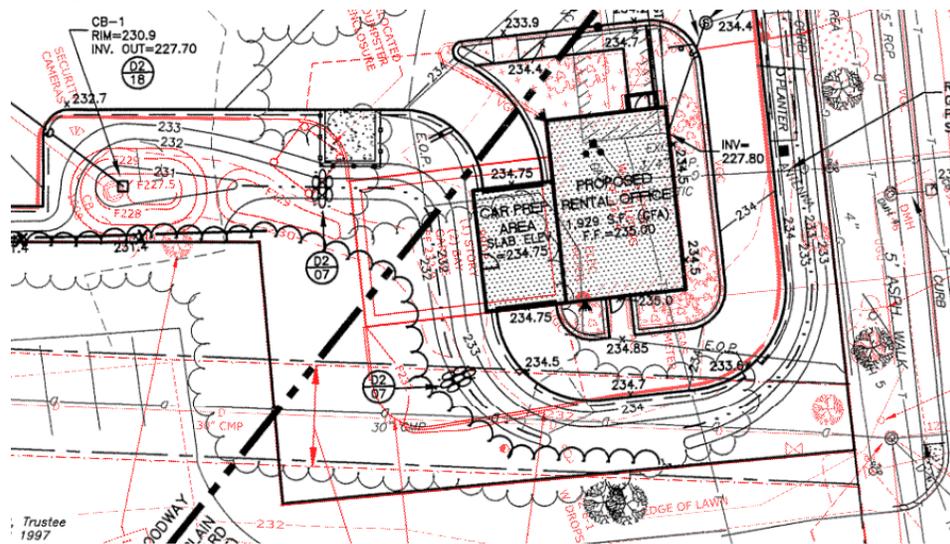
- 15.03(22) *Abutting Properties* requires the existing conditions plan to show the owner name and address, property address, and tax assessor's map-block-lot Number for abutting properties. Specifically, the property address for 30-32 Manchester Street, 28 Manchester Street, 16 Manchester Street, 15 Manchester Street, and 25 Manchester Street are missing and shall be added. Additionally, the abutting property of 29 Manchester Street is missing the owner name and address, property address, and tax assessor's map-block-lot number and shall be added.
- 3.3 Section 15.04 *Proposed Site Plan* requires that the proposed site plan drawing or drawing set shall contain the following information. 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, provided that the extents and impacts of the proposed use and improvements to be made to the site can be satisfactorily reviewed, and sufficient information is provided on the plan for the Planning Board to act on the application. Any such action has been noted in Item 2.6 of this staff report. Items listed below have been determined to be required and shall be shown on the site plan or in the drawing set:
 - 15.04(1) *Property Lines* requires that the site plan show the property lines of the parcel to be developed, including bearings and dimensions, which are missing from the site plan as required.
 - 15.04(3) *Parcel Information* requires the tax assessor's map-block-lot number for each parcel involved in the development to be noted on the site plan. Specifically, note 3 on sheet 3 incorrectly references the map-block-lot as "MBL 381Z Lot 31" and shall be revised to the correct 781Z Lot 31.
 - 15.04(4) *Proposed Use* requires that each site plan clearly identify each existing and proposed use planned for the site. Specifically, the proposed use does not appear to be noted anywhere on the site plan and shall be added.
 - 15.04(11) *Parking, Loading, and Access* requires on that the location and layout of existing and proposed driveways, curb cuts, parking lots, and loading areas with dimensions and the number of spaces identified by parking bay be shown on the

site plan. Specifically, the existing driveways and curb cuts shall be dimensioned and the number of parking spaces shall be identified by each parking bay.

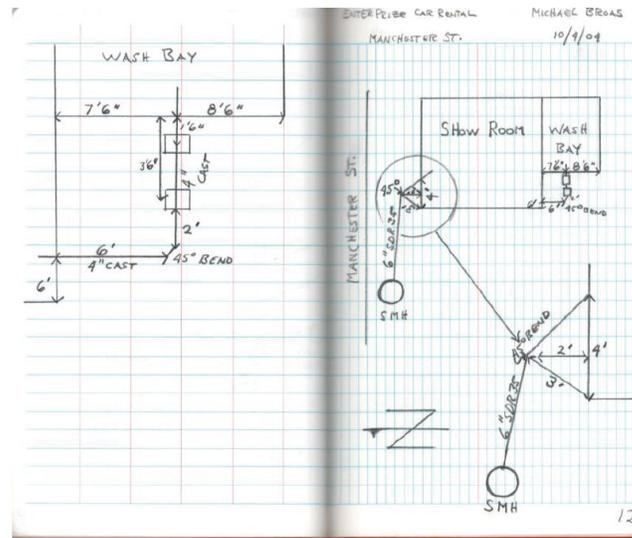
- 15.04(20) *Flood Hazard* requires that the site plan include a notation as to whether or not the property is located in the Flood Hazard (FH) Overlay District as defined in Section 28-3-2 *Flood Hazard (FH) District* of the Zoning Ordinance. Specifically, note 22, on sheet 3 shall also include a statement as to whether or not the property is located in the City's Flood Hazard (FH) Overlay District.
 - 15.04(24) *Solid Waste Facilities* requires the site plan to show the type and location of existing and proposed solid waste disposal facilities. Dimensions, setbacks, and type of screening along with construction details shall be provided. Specifically, dimension setbacks for the refuse container shall be provided and the type of screening shall be noted on the site plan. Additionally, a construction detail shall be provided with the plan set that clearly demonstrates and meets the screening requirements for the trash enclosure.
 - 15.04(28)(e) Note 5 on sheet 3 provides impervious surface tabulations. However, it is unclear how the existing and proposed tabulations summed to be 78% and 80.5%, respectively, and are inconsistent with the 60% noted as being provided. These tabulations need to be corrected to accurately represent an impervious coverage tabulation.
 - 15.04(28)(l) Note 6 on sheet 3 provides the total number of required parking. However, it does not specify how many of that total number are the required accessible spaces and shall be include in the note.
 - 15.04(28)(m) Note 6 on sheet 3 only provides information for the number of required parking spaces. Note 6 on sheet 3 must also include the number of parking spaces being provided on site, including the number of provided accessible spaces.
 - 15.04(28)(o) The site plan shall provide a tabulation for the required trees, and number of trees being provided.
- 3.4 Section 15.05 *Other Requirements*, states the Board, as may be appropriate, may require additional information as set forth in Section 16, *Application Requirements for Major Site Plans*. All required information appears to be present except the following:
- 16.02(12)(a) Requires all swales, drainage ditches, culverts, drain pipes, inlet and outlet structures, catch basins and manholes, easements, stormwater treatment structures, and detention and retention ponds shall be shown on the plan, including such elevations and cross-sections as may be necessary to determine the suitability and adequacy of the proposed system. The applicant has provided with the plan set on sheet 4, a grading and drainage plan. However, the expansion of the garage protrudes across the existing drainage swale approved as part of Case 2003-079, and does not appear to account for drainage collected from that drainage swale which will be now blocked by the expansion of the garage. Additionally, the grading plan shows a 232-foot contour elevation at the southeast corner of the garage proposed to have a 232.9-foot finished floor elevation, and does not consider the grading necessary for the construction of the relocated dumpster pad, or grades directly adjacent to the building. Accordingly, additional contours and spot elevations shall be added to the grading plan to more clearly demonstrate the intended grading at the following locations: spot elevations at the four corners of the relocated dumpster pad and contours showing grading away from said pad; additional contours and spot

elevations showing proper grading away from the building in the new drainage swale; additional contours or spot elevations showing intended grading at the southeast corner of proposed garage; and, additional contours to show the existing remaining drainage swale along the eastern side of the site, as well as new grading contours showing how this swale will be carried around the expanded garage and driveway.

The image below shows the proposed grading and drainage plan (red) overlaid on top of the grading plan from Case 2003-079, titled "Enterprise Rent-A-Car," prepared by Sublime Civil Consultants, Inc, dated August 21, 2003, with revisions through March 16, 2004. (black)



- 16.02(14)(a) Requires showing on the utility plan, the location, size, and type of any other appurtenant facilities or structures associated with the provision of potable water supply and sanitary waste disposal. Staff notes that sheet 4 also shows the location of municipal and nonmunicipal utility services, and shall be relabeled as "Grading, Drainage, & Utilities Plan." Additionally, staff notes that the applicant has shown the sanitary sewer service entering on the western side of the building. According to a City sanitary sewer service record, dated October 4, 2004, the service appears to enter on the northern side of the building, and also includes the location of the service exiting the south side of the office building and then entering the western side of the garage building. Unless if upon review the applicant has additional information to the contrary, the location of the sanitary sewer service and fixtures shall be revised based on the City's record of sanitary service. Special attention shall be made to the service exiting the southern side of the building, as this service and fixtures, may be impacted during the construction of the proposed garage.



Site Plan Regulations Compliance:

The application was found to be compliant with all other sections of the Site Plan Regulations except as listed below, noting that the items below are missing as required for full compliance but are **not required to deem the application complete.**

- 3.5 Section 17.01(2) requires that all site plan applications shall comply with the Zoning and Health Ordinances, Building and Housing Codes, and all other applicable ordinances and regulations of the City of Concord. A note shall be added to the site plan sheet stating that all work shall adhere to the City's Construction Standards and Details, as most recently adopted.
- 3.6 Section 18 *Parking Lot Design Standards* requires that certain information be shown, as well as requiring that parking lots shall be constructed as set forth in both Article 28-7 of the Zoning Ordinance and the Construction Standards and Details. All required information appears to be present except the following:
 - 18.09 *Parking Lot Markings and Signage* requires that parking spaces, loading spaces, stacking lanes, entry and exit drives, direction of traffic flow, and pedestrian ways shall be appropriately demarcated with pavement markings and signs. Specifically, the number of required accessible spaces shall be provided on the site plan, and any signage and/or markings to be placed shall conform to MUTCD standards for marking and signage, and the Construction Standards and Details. Staff notes that the site may have an existing accessible space already provided based off of the 2003 site plan and 2025 aerial imagery of the site. The applicant shall confirm that this space meets the Federal ADA regulations, Section 18.06 *Handicapped Accessible Spaces*, and Construction Detail M-4 *Parking Space Layout*, and revise the plan set accordingly.
 - 18.17 *Tree Plantings* requires one tree shall be planted for each 1,000 square feet of any proposed parking area, including parking spaces, internal landscape islands, access aisles, driveways, fire lanes, and other vehicular circulation areas. Trees required shall be planted within internal parking lot islands, around the perimeter of the parking area within 20 feet of the parking lot, or in landscaped areas between buildings and the parking field. Existing trees preserved on the site may count on a one for one basis when located within 20 feet of any parking lot, access aisle, vehicular sale or rental area, driveway, or loading area. The applicant is proposing the removal of four trees as part of

this work. These four trees were specifically included as part of the landscape plan for Case 2003-079, where a total of 19 trees was required and 21 trees provided. Specifically, the applicant shall revise the plan set so as to replace any removed trees until the required number of trees have been provided and ensure said trees shall remain located around the perimeter of the parking area. All tree plantings, if necessary, shall conform with Section 27 of the Site Plan Regulations, the Construction Standards and Details, and applicable City Construction Standards and Details shall be added to the plan set.

- 18.19 *Curbing and Guardrails* requires curbing shall be installed as set in Article 28-7 of the Zoning Ordinance and the City's Construction Standards and Details, as most recently adopted. On sheet 3, the applicant shows asphalt curb, whereas on sheet 6 two details are provided for vertical granite curbing. Additionally, asphalt curb is not permitted per the City's Construction Standards and Details that only permit granite curbing. Staff notes that Case 2003-079 was approved allowing the use of asphalt curb throughout a majority of the site and that is what exists around the perimeter of the site today. If the applicant wants to place bituminous asphalt curbing back in kind, a waiver must be requested, which shall include a bituminous asphalt curb detail, and the waiver will need to be approved by the Planning Board, otherwise granite curbing will be required. If the applicable waiver is requested and approved, the applicant shall add the asphalt curb detail to the plan set, as well as remove any details for vertical granite curbing if no vertical granite curb is to be used.
- 18.21 *Snow Storage* requires that provisions shall be made for snow storage in the design of all parking areas, and snow storage areas shall be shown on the site plan. Snow storage areas shall be functional and designed to avoid damage to landscaping, to not impede site drainage, to not block pedestrian ways, or hinder vehicular access or block site lines at intersections, either on or off site. The applicant shall revise the plan set to show snow storage areas on the site plan. Staff notes the site plan for Case 2003-079 accounted for snow storage areas on site, but this proposed plan does not.
- 3.7 Section 20 *Loading, and Solid Waste Facility Standards* requires all areas where refuse or recycling containers are to be located as well as the area for the accommodation of vehicles which empty these containers, shall be provided as set forth in Article 28-7 of the Zoning Ordinance, the City's Construction Standards and Details, as most recently adopted, and in accordance with these regulations. All required information appears to be present except the following:
- 20.01 *Solid Waste Facility Standards* requires all areas where refuse or recycling containers are to be located as well as the area of accommodation of vehicles to empty these containers shall be provided as set forth in Article 28-7 of the Zoning Ordinance. Section 28-7-14(e) *Screening of Refuse Containers* of the Zoning Ordinance requires a landscape buffer shall be established between a refuse container loading area and any adjacent lot lines from which the loading area is visible. The landscaped buffer shall be a year-round visual barrier that is created at a minimum height of 6 feet and a depth of at least 10 feet from each such lot line. Staff notes that the refuse container loading area can be considered visible from 16 Manchester St to the west and 30-32 Manchester St to the east, and a landscape buffer shall be provided to screen the loading area from the view of these properties.

The applicant shall also provide a truck turning template for the waste collection vehicle to demonstrate that access to the solid waste enclosure will not be inhibited by parking spaces or other site improvements.

- 20.06 *Solid Waste Facility Screening* requires a solid opaque fence not less than 6 feet nor more than 8 feet in height shall be erected and maintained in good condition around the storage facility. Additionally, unless blocked from view from the public right-of-way and abutting properties by buildings or walls, a solid opaque gate for the fenced enclosure shall also be provided. Staff notes that on sheet 3, the applicant proposes to relocate the dumpster enclosure. The applicant shall specify if the existing enclosure is to be retained, and if so, a note shall be added to the site plan explaining compliance with the requirements of Section 20.06. If the applicant plans to install a new enclosure fence and gate, the site plan shall provide a callout stating as such and an enclosure and gate detail shall be added to the plan set meeting the requirements of Section 20.06.
- 20.07 *Design of Solid Waste Disposal Areas* requires all solid waste recycling facilities, dumpsters, bins, or other outside storage facilities or areas shall be constructed on a pad as set forth in the Construction Standards and Details. The installation of the required pad shall be noted on the site plan, and a detail provided in the plan set, conforming to the requirements of Construction Detail M-8 *Single Dumpster Pad* or M-9 *Multiple Dumpster Pad*.





3.8 Section 21 *Sidewalks, Multi-use Paths, and Trails* requires both on-site, and off-site, sidewalks and other pedestrian facilities shall be provided in locations which are functional and efficient and which enhance pedestrian safety. Proposed site plans shall provide for the continuation of sidewalks between adjacent properties for the convenient and safe movement of pedestrian traffic. Public sidewalks shall be provided where shown on the Sidewalk Plan contained within the adopted City of Concord Master Plan or Capital Improvement Plan. All required information appears to be present except the following:

21.02 *Sidewalks Required* states the applicant may be required to improve existing sidewalks along a project's frontage if the Board finds the sidewalk to be substandard in design and construction. Staff notes that a segment of vertical granite curbing on Manchester Street has been damaged, resulting in the failure of the sidewalk at the property's frontage. The Board may require the applicant to replace the segment of vertical granite curbing and sidewalk to restore the sidewalk to a functioning condition.



- 21.03 *Connection to Public Sidewalks* requires for non-residential developments, sidewalk connections shall be made from a public street or sidewalk to building(s) on the site. The Board may allow the connection to be made from the public sidewalk to the parking lots serving the property provided that the pedestrian connection is not through a parking space. Access shall be both safe and convenient for pedestrians. The plan set shall be revised to show a sidewalk, and accessible route connection, from the sidewalk along their frontage on Manchester Street to their building's main entrance, in accordance with Federal ADA regulations, Section 21 of the Site Plan Regulations, and the City of Concord Construction Standards.
- 3.9 Section 24 Sanitary Sewage Disposal states all site plans shall make adequate provisions for sanitary sewage disposal facilities. All required information appears to be present except the following:
- 24.04 *Design Standards for Service Connections* requires service connections to the municipal sanitary sewer system shall be constructed in accordance with the standards contained in the Construction Standards and Details. Specifically, the site plan shall specify if a floor drain will be provided within the garage structure to collect run off so as to not have it discharge and drain to the outside. Section 1(H) of the City's Construction Standards and Details states that at a minimum, all work performed shall conform with the City of Concord's Building and Plumbing Codes, and the International Plumbing Code, as most currently adopted. Staff notes the existing garage bay has a floor drain.
- 3.10 Section 27 *Landscaping and Environmental Considerations* states the landscaping and erosion control standards are intended to ensure that site plan developments enhance the visual quality of Concord's streetscapes, provide effective screens and buffers, and better integrate the built and natural environment. Landscape plans shall be designed to preserve existing natural and cultural resources, maintain and enhance wildlife habitat, establish vegetative buffers, conserve water

resources, and support on-site storm water control. All required information appears to be present except the following:

- 27.07(10) *Undesirable Growth and Debris* requires existing invasive species shall be removed from the developed area. Staff observed the possibility of invasive species present within the impacted project areas. This condition shall be verified by a qualified individual and if invasive plant species are determined to be present, it shall be noted within the plan set, with at least one note being called out on the removal plan, and include the necessary remediation or removal direction. Said remediation should be consistent with regulations and best management practices of the New Hampshire Department of Agriculture, Markets & Food.



- 3.11 The sequential numbering on sheet 3 is inaccurate, going from note 9 to note 11, and shall be revised accordingly.
- 3.12 Note 9 on sheet 3, appears to inaccurately state the date the Zoning Board of Adjustment granted the listed variances on March 5, 2025. The City has record, as stated in Item 4 of this staff report, of that decision taking place on June 4, 2025, with no one-year extension being involved. This note shall be revised accordingly, including the correct date the variances were granted.
- 3.13 Note 5 on sheet 3 contains multiple errors and shall be revised accordingly. It incorrectly states the property is located within the ““OCP” Opportunity Corridor Performance District Zone,” when it is actually located within the Gateway Performance (GWP) District, and it states there is a 15-foot rear setback provided. Staff cannot locate where this 15-foot rear setback is being provided and the tabulation needs to be corrected.
- 3.14 The Engineering Services Division’s compliance requirements are noted in the attached memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated September 04, 2025.
- 3.15 The Fire Department provided the following comments which shall be satisfied as a precedent condition of approval:
- a. The proposed dumpster looks to be within 10 feet of the structure. The following fire codes will be required to be adhered with:
 - 19.2.1.4 *Rubbish Within Dumpsters* – Dumpsters and combustible waste containers with an individual capacity of 1.5 yd³ [40.5 ft³ (1.15 m³)] or more shall not be stored in buildings or placed within 10 ft (3050 mm) of combustible walls, openings, or combustible roof eave lines of buildings unless otherwise permitted by 19.2.1.4.1 or 19.2.1.4.2.
 - 19.2.1.4.1 – The requirement of 19.2.1.4 shall not apply to building areas protected by an approved automatic sprinkler system and enclosed by fire barriers having a fire resistance rating not less than of 1 hour.
 - 19.2.1.4.2 – The requirement of 19.2.1.4 shall not apply to structures meeting all of the following requirements:
 - (1) Structures shall be Type I or Type II construction.
 - (2) Structures shall be located not less than 10 ft (3050 mm) from other structures.
 - (3) Structures shall be used only for storage of dumpsters and combustible waste containers.
- 3.16 The Assessing Department and General Services Department had no compliance comments.
- 4. Variances:**
- 4.1 At the meeting held on August 6, 2003, the Zoning Board of Adjustment granted the requested variance as follows:
- Section 28-8-4(a)(1) and (2) and Section 28-8-4(c)(1) *Nonconforming Uses*, to permit the expansion and redevelopment of a nonconforming principal automobile rental and sales use (Use J-1) including construction of a new office building, removal of existing buildings, and expansion of customer parking and rental vehicle parking and display onto a portion of the lot not currently occupied by the use, all at 28 Manchester Street.
- 4.2 At the meeting held on September 10, 2003, the Zoning Board of Adjustment found by

unanimous vote that the revised site plan was consistent with the original approval.

4.3 At the meeting held on June 4, 2025, the Zoning Board of Adjustment granted the requested variances as follows:

- Section 28-4-1(d) *Minimum Yard Requirements/(h) Table of Dimensional Requirements*, to permit a minimum 18-foot side setback where 25 feet is the minimum side setback required at the address of 28 Manchester Street;
- Section 28-8-4(a)(1) *Continuation of a Nonconforming Use or Nonconforming Characteristics of a Use/Section 28-8-4(c)(1) Expansion of a Nonconforming Use* to allow for the expansion of a nonconforming use and continuation of said nonconforming use in said expansion at the address of 28 Manchester Street; and
- Section 28-4-1(c) *Minimum Lot Frontage/(h) Table of Dimensional Regulations* to permit 171.98 feet of frontage where 300 feet is required at the address of 28 Manchester Street

5. **Waivers:**

5.1 The applicant requests waivers from the following sections of the Site Plan Regulations:

- a. Section 15.04(26) *Lighting Plan*, to allow a minor site plan application to omit a lighting plan;
- b. Section 18.10 *Driveway Widths*, to permit the continued use of an existing 36-foot-wide driveway, where 28 feet is the maximum width allowed;
- c. Section 19.05 *Interconnected Parking Lots*, to allow not providing an interconnection between parking areas with adjacent parcels;
- d. Section 15.04(2) *Abutting Property* labels on Site Plan, a waiver from the requirement that the proposed site plan display all abutting properties;
- e. Section 15.04(13) *Municipal Sewer*, from the requirement that the proposed site plan display information relating to the municipal sewer;
- f. Section 15.04(14) *Drainage and Erosion Control*, a waiver from the requirement that the proposed site plan display information relating to drainage and erosion control;
- g. Section 15.04(17) *Municipal Water Supply*, a waiver from the requirement that the proposed site plan display information relating to the municipal water supply;
- h. Sections 16.02(15) and 27.03 *Landscape Plans*, to allow a minor site plan application to omit a stamped landscape plan showing the location of existing, required, and proposed landscaping, a plant schedule showing all proposed plant material, and landscape construction details; and
- i. Section 16.03(3) *Bar Scale*, to allow the proposed building elevations to be prepared with a bar scale included on the plan.

For Items 5.1(b), (c), and (h), the applicant provided an analysis of the five waiver criteria listed in Section 36.08 *Waivers* of the Site Plan Regulations, and the criteria in RSA 674:44(III)(e). Staff reviewed the criteria and found the criteria to be satisfactorily addressed and supports granting, or conditionally granting, these waivers.

For Items 5.1(a), (d), (e), (f), (g), and (i), the applicant provided an analysis of the five waiver criteria listed in Section 36.08 *Waivers* of the Site Plan Regulations, and the criteria in RSA 674:44(III)(e). Staff reviewed the criteria and found the criteria are not satisfactorily addressed, and does not support granting of these waivers. Specifically, Items 5.1(a), (d), (e), (f) and (g) have all been determined that the applicant has provided the information on a sheet other than the site plan, or it was determined as not required in full or to a certain extent by the Clerk of the

Planning Board as noted in Item 2.6 of this staff report. The section referenced for Item 5.1(i) does not require what is requested to be waived.

6. Conditional Use Permits:

6.1 Conditional use permits are not required for this application.

7. Architectural Design Review

7.1 Architectural design review is not required for minor site plan applications. However, Section 28-9-4(f)(1)(e) requires architectural design review approval for building permit applications for any exterior alterations within performance districts. For this reason, the application has submitted an architectural design review application, and is scheduled to appear before the Architectural Design Review Committee on September 30, 2025.

8. Conservation Commission:

8.1 Appearances before the Conservation Commission are not required for this application.

9. Recommendations:

9.1 Staff recommends that the Planning Board discuss and 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.

9.2 The Board should discuss whether or not the sidewalk along the site's Manchester Street frontage is in substandard condition and if the applicant will be required to improve the existing sidewalk as part of the site plan approval.

Staff recommends, based on the adopted findings of fact, that the Board **require, as an additional precedent condition and per Section 21.02 Sidewalks Required**, to replace the segment of broken vertical granite curbing on the site's Manchester Street frontage, as referenced in the picture in item 3.8 of this report, and remove and replace the immediate adjacent sidewalk to restore the sidewalk to a functioning and safe condition. This design and details of this work shall be provided in the plan set, including applicable construction details, all in accordance with the Construction Standards and Details.

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

9.3 **Grant the waiver requests below** from the listed sections of the Site Plan Regulations, based on the evidence provided showing that the criteria of RSA 674:44(III)(e) and Section 36.08 *Waivers* of the Site Plan Regulations are met:

- a. Section 18.10 *Driveway Widths*, to permit the continued use of an existing 36-foot-wide driveway, where 28 feet is the maximum width allowed;
- b. Section 19.05 *Interconnected Parking Lots*, to not provide an interconnection between parking areas with adjacent parcels; and
- c. Sections 16.02(15) and 27.03, to not require a separate landscape plan prepared, signed, and sealed by a New Hampshire Licensed landscape architect. Any required landscaping shall be shown on the site plan and conform to the Site Plan Regulations and Construction Standards and Details.

9.4 **Deny the waiver requests below** from the listed sections of the Site Plan Regulations, because the request does not meet the criteria of RSA 674:44(III)(e) or Section 36.08 *Waivers* of the Site Plan Regulations, or the waiver request is not applicable to the application.

- a. Section 15.04(26) *Lighting Plan*;
- b. Section 15.04(2) *Abutting Property*;
- c. Section 15.04(13) *Municipal Sewer*;
- d. Section 15.04(14) *Drainage and Erosion Control*;
- e. Section 15.04(17) *Municipal Water Supply*; and
- f. Section 16.03(3) *Bar Scale*

9.5 **Grant minor site plan approval** for the removal of an existing attached garage and adjacent pavement, and construct a new 760-square-foot two-bay garage along with new associated site and drainage improvements at 28 Manchester Street, as submitted, 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. Add the Open Space Residential (RO) District, High Density Residential (RH) District, and Gateway Performance (GWP) District in the area depicted on the location plan provided on the cover sheet, with boundary designation lines. (Section 12.04(9))
 - b. Per Sections 15.03(2), 12.06(1), and 15.03(22), the tax assessor’s map-block-lot number, deed citation, owner name, owner address, and property address shall be provided on the existing conditions plan for 29 Manchester Street.
 - c. The sanitary sewer service records for 28 Manchester St shall be reviewed by the applicant and accurately depicted on the existing conditions plan, consistent with City records, unless otherwise determined otherwise during the applicant’s review. (Section 15.03(10))
 - d. The property addresses for 32, 28, 16, 15, and 25 Manchester Street shall be added to the existing conditions plan. (Section 15.03(22))
 - e. The property lines of the parcel to be developed shall include bearings and dimensions. (Section 15.04(1))
 - f. Note 3 on sheet shall be revised to the correct 781Z Lot 31. (Section 15.04(3))
 - g. The proposed use shall be added to the notes on the site plan. (Section 15.04(14))
 - h. The existing driveways and curb cuts shall be dimensioned and the number of parking spaces shall be identified by parking bay on sheet 3. (Section 15.04(11))
 - i. Note 22 on sheet 3 shall also include a statement as to whether or not the property is located in the City’s Flood Hazard (FH) Overlay District. (Section 15.04(20))
 - j. The dimension setbacks for the refuse container shall be provided and the type of screening shall be noted on sheet 3. Additionally, a construction detail shall be provided with the plan set which clearly demonstrates and meets the screening requirements for the solid waste trash enclosure. (Section 15.04(24))
 - k. Revise note 5 on sheet 3 to show how the existing and proposed tabulations summed

- to be 78% and 80.5% respectively, and to show consistency with the 60% noted as being provided. Revise for accuracy. (Section 15.04(28)(e))
- l. Include in note 6 on sheet 3 the number of required accessible spaces. (Section 15.04(28)(l))
 - m. Include in note 6 on sheet 3 the number of parking spaces being provided on site and a separate tabulation for the number of accessible spaces being provided on site. (Section 15.04(28)(m))
 - n. Provide on sheet 3 a tabulation for the number of required trees, and number of trees being provided. (Section 15.04(28)(o))
 - o. Additional contours and spot elevations shall be added to the grading plan to more clearly demonstrate the intended grading at the following locations: spot elevations at the four corners of the relocated dumpster pad and contours showing grading away from said pad; additional contours and spot elevations showing proper grading away from the building in the new drainage swale; additional contours or spot elevations showing intended grading at the southeast corner of proposed garage; and, additional contours which show the existing remaining drainage swale along the eastern side of the site, as well as new grading contours showing how this swale will be carried around the expanded garage and driveway. (Section 16.02(12)(a))
 - p. Sheet 4 shall be relabeled as “Grading, Drainage, & Utilities Plan”. Additionally, unless if upon review the applicant has additional information to the contrary, the location of the sanitary sewer service and fixtures provided on sheet 4 shall be revised based on the City’s record of sanitary service records. (Section 16.02(14)(a))
 - q. A note shall be added to the sheet 3 stating that all work shall adhere to the Construction Standards and Details, as most recently adopted. (Section 17.01(2))
 - r. The number of required accessible spaces shall be provided on the site plan, and any signage and/or markings to be placed shall conform to MUTCD standards for marking and signage, and the Construction Standards and Details. Confirm that existing and proposed accessible spaces meet the requirements of the Federal ADA regulations, Section 18.06 of the Site Plan Regulations, and Construction Detail M-4 *Parking Space Layout*. (Section 18.09)
 - s. Replace any removed trees until the required number of trees have been provided and ensure said trees remain located around the perimeter of the parking area. All tree plantings shall conform with Section 27 of the Site Plan Regulations, the City of Concord Construction Standards and Details, and applicable City of Concord Construction Details shall be added to the plan set. (Section 18.17)
 - t. Per Section 18.19 *Curbing and Guardrails*, if the applicant wants to place bituminous asphalt curbing back in kind, a waiver shall be requested and approved by the Planning Board, otherwise granite curbing is required. The applicant shall add an asphalt curb detail to the plan set, if a waiver is approved to do so, and remove any details for vertical granite curbing if no vertical granite curb is to be used.
 - u. Provide snow storage areas on sheet 3, or note on sheet 3 how snow storage will be managed. (Section 18.21)
 - v. Landscape areas shall be provided to screen 16 Manchester Street and 30-32 Manchester Street from view of the refuse container and refuse container loading area. (Section 20.01)
 - w. Provide a truck turning template for the waste collection vehicle to demonstrate that access to the solid waste enclosure will not be inhibited by parking spaces or other site improvements in accordance with Section 20.01 Solid Waste Facility standards.
 - x. Specify on the site plan and the removals plan if the existing enclosure is to be retained, and if so, a note shall be added detailing how compliance with Section

- 20.06 is being achieved. If the applicant plans to install a new enclosure fence and gate, the site plan shall provide a callout stating as such and an enclosure and gate detail shall be added to the plan set meeting the requirements of Section 20.06.
- y. Provide a pad for the refuse container, consistent with the Construction Standards and Details and Site Plan Regulations. The installation of the required pad shall be noted on the site plan, and a detail provided in the plan set, conforming to the requirements of Construction Detail M-8 *Single Dumpster Pad* or M-9 *Multiple Dumpster Pad*. (Section 20.07)
 - z. Provide a sidewalk and accessible route connection, from the sidewalk along the site's frontage on Manchester Street to the building's main entrance. The sidewalk and accessible route shall be compliant with Federal ADA regulations, Section 21 of the Site Plan Regulations, and the Construction Standards and Details. (Section 21.03)
 - aa. The site plan shall specify if a floor drain will be provided within the garage structure to collect run off so as to not have it discharge and drain to the outside. (Section 24.04)
 - bb. The presence of invasive plant species within impacted project areas shall be verified by a qualified individual. If invasive plant species are determined to be present, it shall be noted within the plan set, including the necessary remediation or removal plan. Said remediation shall be consistent with the regulations and best management practices of the New Hampshire Department of Agriculture, Markets & Food. (Section 27.07(10))
 - cc. The sequential numbering on sheet 3 is inaccurate, going from note 9 to note 11, and shall be revised accordingly.
 - dd. Note 9 on sheet 3 shall be revised to state the correct date and purpose of granted variances.
 - ee. Note 5 on sheet 3 contains multiple errors and shall be revised accordingly: incorrectly states the property is located within the "OCP Opportunity Corridor Performance District Zone" when it is actually located within the Gateway Performance (GWP) District, and it states there is a 15-foot rear setback provided that cannot be located. Such a setback would be nonconforming with zoning setbacks if it does exist, and needs to be reviewed and revised accordingly.
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 September 04, 2025.
 3. Revise the plan set for compliance with the fire code in accordance with the following from the Fire Department:
 - a. Per Section 19.2.1.4 *Rubbish Within Dumpsters* of the fire code, the proposed dumpster shall be relocated to be a minimum of 10 feet from the adjacent structure, unless otherwise permitted by Section 19.2.1.4.
 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)

Prepared by: ATB



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: September 4, 2025
SUBJECT: Enterprise Mobility- Minor Site Plan – Engineering Review
28 Manchester Street; Map 781Z, Lot 31; City Project 2025-104

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

- Project Narrative received August 20, 2025
- Stormwater Management Report by Northpoint Engineering, LLC, dated August 20, 2025
- Site Improvement Plans by Northpoint Engineering, LLC, dated August 2025
- Waiver Requests received August 20, 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. Provide copies of State or Federal Permits, pursuant to City of Concord Site Plan Regulations (CSPR) 13.02(8).

2. Waivers

- a. Engineering takes no exceptions to any of the waiver requests submitted.

3. Cover Sheet

- a. Please include a north arrow in the Area Plan.

- b. Within the Area Plan, the abutter to the east, Map 781Z-30, is now 781Z-29.
- c. Within the Abutters list, Map 781Z-30 is now 781Z-29 and the lot is owned by the ROI Irrevocable Trust.
- d. Within the Abutters list, Map 792Z-3 & 4 are owned by the ROI Irrevocable Trust.
- e. The Sheet Index list indicates that there are four sheets of Construction Details: 6, 7, 8, and 9. The plan set only includes three sheets. The Construction Detail sheets are actually numbered as 6 of 9, 8 of 9, and 9 of 9. Are there only 3 sheets for Construction Details? Or is sheet 7 of 9 missing?

4. Existing Conditions Plat

- a. The plan delineates an easement across the property and is identified on the plan as “Flowage Release Rights to State of NH Book 1094, Page 439.” This easement is for the right to construct a ditch or lay a drainage pipe, more specifically a thirty inch (30”) pipe five feet (5’) deep, within a twenty foot (20’) wide corridor, from Manchester Street to Black Hill Road. As Manchester Street is a Class IV highway and therefore maintained by the City, including the stormwater infrastructure within the roadway, the drainage pipe across the subject property is also the maintenance responsibility of the City. Research should be conducted to determine whether the Flowage Release Rights acquired by the State have been assigned to the City by a recorded document, or by virtue of the State classification of Manchester Street as a Class IV highway. Any new, private improvements proposed within the twenty foot (20’) wide corridor will need to be approved by either the State or the City.

5. Sheet 2 of 9: Removals Plan

- a. Within the plan view, please delineate the location of the drainage pipe within the twenty foot (20’) wide easement corridor.

6. Sheet 3 of 9: Site Plan

- a. Asphalt curb is not allowed pursuant to City of Concord Construction Standards and Details (CCSD) Section 3(2)(C). Please use granite vertical or sloped curb instead.
- b. Show the offset distance between the dumpster location and the property line. Provide CCSD Detail M-8 for this dumpster enclosure, pursuant to CSPR 20.01 and 20.07.
- c. Label the snow storage areas on site, pursuant to CSPR 18.21.

- d. Within the plan view, please delineate the location of the drainage pipe within the twenty foot (20') wide easement corridor.
- e. The Site Plan contemplates new, private improvements within the twenty foot (20') wide corridor, and more specifically, directly over the drainage pipe. In the event the City needs to conduct maintenance on the drainage pipe, the City will not be responsible for the cost of repairing the private improvements within the twenty foot (20') wide corridor. An amendment to the existing easement (Book 1094, Page 439) should be prepared by the applicant and the City. This Amendment will describe the private improvements being contemplated and the rights and responsibilities of each party moving forward.
- f. Please include bearings and distances of all boundary lines of the subject site.

7. Sheet 4 of 9: Grading and Drainage Plan

- a. Show flow arrows in the landscaped and paved areas, and show high and low points.
- b. Provide a callout for the curb cuts on site, pursuant to CSPR 15.04(14).
- c. Please include bearings and distances of all boundary lines of the subject site.

8. Sheet 5 of 9: Erosion Control Plan

- a. Show the Non-Disturbance Areas, Stone Check Dams, and Erosion Control Mat features on the plan, or remove the symbols from the Erosion Control Legend.
- b. Show the hay bale symbol on the Erosion Control Legend.

9. Sheet 6 of 9: Construction Details

- a. Except for the Sawcut Requirements Detail, show callouts of all the features in the details on this sheet, in plan view, or remove the details from this detail sheet.
- b. If the site will be restriped as shown on the Parking Space Layout Detail, please show the restriping in plan view. Otherwise remove this detail.
- c. On the Typical Sign Post- In Soil Detail, complete the dimension callouts, and shift the height measurement to span from the sign bottom to the ground.
- d. On the Bituminous Sidewalk w/ Vertical Granite Curb Detail, add a 24" sawcut note from the face of the curb, change gravel to crushed gravel, and revise the distance from the back of the curb to the edge of gravel to 19", consistent to CCSD Detail C-1.

10. Sheet 8 of 9: Construction Details

- a. On the Surface Infiltration Basin Section Detail, change 4" loam and seed to 6", pursuant to CSPR 27.09(3).
- b. Show the Erosion Control Mats feature on the plan view, or remove the detail from this sheet.

11. Sheet 9 of 9: Construction Details

- a. Show the Mulch Berm Cross-Section and the Filtrexx Sediment Control features in plan view and in the Erosion Control Legend, or remove these details from this sheet.
- b. In the Erosion Control Notes (3), change 45 days to 21 days, pursuant to CSPR 27.09(2).
- c. In the Erosion Control Notes (7), change 4" to 6", pursuant to CSPR 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 the site will not erode under the conditions of a 10-year storm," pursuant to CSPR 27.09(5).

State/Federal Permits

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

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.