



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

Staff Report for Planning Board

Meeting on July 16, 2025

Project Summary – Major Site Plan and Architectural Design Review

Project: 8 new townhouses in addition to 25 existing (2025-046)
Property Owner: Parmenter Place
Applicant: Keach-Nordstrom Associates, Inc.
Property Address: 15 Parmenter Rd
Tax Map Lot: 392Z 22

Determination of Completeness:

When determining if an application is complete, the Board shall consider the requirements of Sections 11.05 and 36.14(1) of the Site Plan Regulations, the written recommendation of the Planning Division, as well as 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.**

While the regulations require that application acceptance and the public hearing be held at separate meetings for a major site plan, in this case, the applicant has requested a waiver from Sections 6.03(2)(c) and 11.05 to allow for the determination of completeness and public hearing in the same meeting, where separate meetings are otherwise required.

If the waiver to Sections 6.03(2)(c) & 11.05 are granted and it is determined that the application is complete, the Board shall then open the public hearing on the application. If the application is determined to be incomplete, the Board shall specify the reasons the application is deemed incomplete and take no further action on the application. The applicant may then need to revise and resubmit for a subsequent meeting of the Board for another completeness consideration.

Staff reviewed the application for completeness based upon the criteria of the Site Plan Regulations, and concludes 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:

- **Grant the waiver from Section 6.03(2)(c) and Section 11.05 of the Site Plan Regulations based on the evidence provided showing that the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations;**
- **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 July 16, 2025 and end on **September 19, 2025**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (**September 19, 2025**), the applicant may request waive the requirement for Planning Board action within the 65-day time period and consent to an extension of the public hearing as may be mutually agreeable, or the Board may approve, approve conditionally, or deny the application based on the information provided at that time.

Project Description:

The applicant is seeking major site plan and architectural design review approvals for the construction of eight townhouses and associated site improvements. The site is currently developed with 25 attached dwelling units and associated appurtenances that were constructed in 2011, after receiving approval from the Planning Board in 2010. The site has frontage on Parmenter Rd, and is served by municipal water and sewer services.

The site is in the Neighborhood Residential (RN) District. The properties to the south and east of the site are in the same RN District with existing residential development. The properties north and west of the site are in the Medium Density Residential (RM) District, and the immediately adjacent properties to the north and west are undeveloped.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 1-page narrative, dated April 15, 2025, prepared by Keach-Nordstrom Associates, Inc.; a 21-sheet civil plan set, dated April 15, 2025, revised June 2, 2025, prepared by Keach-Nordstrom Associates, Inc.; a 1-sheet colored overview plan, dated April 15, 2025, revised June 2, 2025, prepared by Keach-Nordstrom Associates, Inc.; a 115-page stormwater report, dated April 15, 2025, prepared by Keach-Nordstrom Associates, Inc.; and a nine-sheet elevation set, dated May 28, 2025, prepared by Right-Trak Design, Inc.

1. Project Details and Zoning Ordinance Compliance:

Zoning District:	Neighborhood Residential (RN) District
Existing Use:	25 attached dwelling units
Proposed Use:	8 additional new attached dwelling units
Overlay Districts:	
Flood Hazard (FH) District	No
Shoreland Protection (SP) District	No
Historic (HI) District	No
Penacook Lake Watershed (WS) District	No
Aquifer Protection (AP) District	No

Zoning Code Item	Required	Proposed
Minimum Total Area	10,000 square feet	211,389 square feet
Minimum Buildable Land	5,000 square feet	162,870.84 square feet
Minimum Lot Frontage	80 feet	332.12 feet
Minimum Front Yard	15 feet	33.8 feet
Minimum Rear Yard	25 feet	86.2 feet
Minimum Side Yard	10 feet	52.9 feet
Maximum Lot Coverage	50%	35.5%

Maximum Building Height	35 feet	25 feet 8 5/8 inches
Parking Spaces	<p>2 spaces per dwelling unit</p> <p>Existing 25 units x 2 = 50 spaces</p> <p>Proposed 8 units x 2 = 16 spaces</p> <p>Total Required = 50 + 16 = 66 spaces</p>	<p>73 spaces (57 existing plus 16 new)</p>
Accessible Spaces	51 to 75 total spaces in parking area = 3 required accessible spaces, one of which must be van accessible	6 accessible spaces (4 existing plus 2 new with one being van accessible)

1.1 Per Section 29.2-1-2 of the Zoning Ordinance, impact fees will be assessed by the Planning Division prior to the issuance of any building permits for the project. The applicable impact fees shall be paid prior to the Planning Division signing off on a Certificate of Occupancy for any units within the project.

1.2 Unless otherwise indicated in this memo, the proposed project is compliant with applicable Zoning Ordinance and Site Plan Regulation requirements.

1.3 Per Article 28-7 *Access, Circulation, Parking and Loading*, Section 28-7-9 *Pedestrian Circulation*, a sidewalk network is existing and proposed for the project to provide pedestrian circulation from Parmenter Dr through the site. Crosswalks shall be provided and clearly demarcated, but the existing conditions plan does not show any existing crosswalks and the site plan does not show any proposed crosswalks. This requirement shall be addressed by the applicant as part of the site plan review.

1.4 *Though it will not impact this project specifically, staff notes that the NH Legislature recently passed Senate Bill 284, which would limit municipalities' ability to require more than 1 parking space per residential unit. This bill has not yet been signed by the Governor, but should it become law, required parking calculations for all residential development projects will need to be adjusted accordingly.*

2. Comments:

2.1 Although not required by Section 25.01 *General Requirements* of Section 25 *Non-Municipal Utilities*, staff recommends that the applicant coordinate with all non-municipal utilities providing services to the site to ensure the existing services are adequate to support the change in use. 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 proposed changes.

2.2 The Assessing Department reviewed the application and had no general comments.

- 2.3 The Engineering Services Division reviewed the application and noted that there are concerns regarding the level of water pressure at the site being adequate to effectively service the eight new units (Please see comment 3.8 and the proposed precedent conditions).
- 2.4 The Fire Department reviewed the application and had no general comments.
- 2.5 The General Services Department reviewed the application and had no general comments.

3. Compliance with Site Plan Regulations:

The following items from Sections 11, 12, 13, 15, and/or 16 of the Site Plan Regulations are missing from the application, all of which are minimum components necessary to determine the application complete:

- 3.1 The application is compliant with the regulations for a determination of completeness, provided the Board grants the waivers listed in Section 5.1, items (a) through (k) of this staff report.

The items below are missing from the application, but they are not required as part of the determination of completeness and are, therefore, allowed to be addressed as conditions of approval.

- 3.2 As required by Section 11.01(7), Section 13.01(6) *State and Federal Permits*, and Section 13.02(8) *State and Federal Permits*, copies of permit applications to, and permits received from, state and federal agencies shall be submitted to the Planning Division. The project will require a sewer connection permit from the New Hampshire Department of Environmental Services (NHDES), an Environmental Protection Agency notice of intent if the area of disturbance is over one acre, a general construction permit and accompanying stormwater pollution prevention plan, and an alteration of terrain permit from the NHDES if disturbance is over 100,000 square feet.
- 3.3 As required by Section 16.02(22) *Construction Details*, the construction details are provided on Sheets 12-19, so the requirement is satisfied for purposes of a determination of completeness. However, for purposes of full and accurate compliance with the section, the following changes shall take place as noted in the Engineering Services Division review for compliance:
 - a. Detail M-13 from the Construction Standards and Details shall be added to one of the detail sheets, and shall include the color of the light poles.
 - b. Details L-1, L-2, L-3, L-4, L-6, and L-9 from the Concord Construction Standards and Details shall be added to the detail sheets, and all planting details now shown on the detail sheets shall be removed.
 - c. Sheet 12 – On the vertical granite curb detail, the asphalt thickness must match the driveway and parking lot section detail at 2 ½ inches of binder and 1 ½ inches of wearing course. Replace “pavement depth varies” with “2 ½ inches binder course” to match the driveway and parking lot section detail shown on this sheet.
 - d. Sheet 13 – Replace the utility trench detail with Detail U-1 and the storm drainage trench detail with Detail SD-1 from the Concord Construction Standards and Details. The storm drain trench incorrectly references Detail M-15 instead of Detail R-15 and shall be revised to include Detail R-15 on this sheet.
 - e. Sheet 15 – On the water main/service trench detail, replace the reference to Detail M-11 with Detail R-15.

- f. Sheet 15 – Change the title of the “water pipe crossing insulation detail” to “water pipe crossing storm insulation detail” since water pipe crossing sanitary sewer requires listed force main material nine feet on either side of the crossing, pursuant to Section 5.3.A.9 of the Concord Construction Standards and Details.
 - g. Sheet 17 – The “mortar rubble masonry and concrete headwalls detail” cannot be found on the plans. Show a callout for this detail or remove the detail from this sheet. On the “pipe outlet to flat area with no defined channel detail,” label the outlet structure “Mortar Rubble Masonry and Concrete Headwalls (see Sheet 17).”
 - h. Sheet 17 – The “exfiltration trench detail” cannot be found on the plan view. Show a callout for this detail in the plans or remove the detail for this sheet. Provide a detail of the proposed two-foot diameter outlet structure #83 shown in the “exfiltration trench detail.”
- 3.4 Section 19 *Access and Driveway Standards* requires compliance with zoning regulations as well as length of a residential common private drive. The proposed extension of the existing driveway complies with the zoning regulations as presented. The distance from the pavement edge of N State St to the farthest edge of pavement of the looped drive is not shown or noted in the submitted plan set, but it appears to be about 1,100 feet. This exceeds the maximum allowed by Section 19.08 *Length of Residential Common Private Drives*, but **a waiver is requested** to allow a looped residential common private drive that exceeds the 1,000-foot maximum.
- 3.5 Section 21.01 *General Requirements* requires that both on-site and off-site sidewalks and other pedestrian facilities shall be provided in locations which are functional and efficient and enhance pedestrian safety. Section 21.03 *Connection to Public Sidewalks* requires that sidewalk connections shall be made from a public street to buildings on the site. Section 21.04 *Accessibility* requires that all sidewalks shall be constructed, where possible, to be accessible including curb ramps. Curb ramps shall be provided on site in order to comply with the Architectural Barrier Free Design Code for the State of New Hampshire, and the ADA Standards for Accessible Design as most recently adopted. For compliance with these sections and the 2010 ADA Standards for Accessible Design, and as reiterated by the Engineering Services Division, the plans shall be revised to extend the proposed sidewalk located on the west side of the new building around to the north and east of the proposed building to connect to the existing sidewalk in front of the existing eight-unit building, and this sidewalk shall be connected to the existing sidewalk in front of the existing six-unit building via a crosswalk. **A waiver is requested** from providing the required sidewalk and crosswalk.
- 3.6 Section 21.05 *Design Standards* requires that all sidewalks shall be constructed in conformity with the Concord Construction Standards and Details, including minimum width of five feet exclusive of curbing, and a maximum transverse slope of 2%, sloping towards the street, driveway, or parking area, with all measurements taken from the top of the granite curbing. The plans shall be revised to clearly show and note all new sidewalks as complying with the Concord Construction Standards and Details, including a note that specifically states all new sidewalks shall comply with Section 3.02.D and Section 3.03.M, N, and O, of the Concord Construction Standards and Details, shall be a minimum of five feet in width, exclusive of curbing, and shall have a maximum transverse slope of 2%, sloping towards the street, driveway, or parking area.
- 3.7 Section 22.02 *Stormwater Management Construction Standards* requires that all public and private stormwater drainage facilities shall be constructed to the standards contained in the Site Plan Regulations and the Concord Construction Standards and Details. Section 6.03.F.1 requires

- that the minimum pipe inside diameter for cross culverts and closed storm drain systems accepting roadway runoff shall be 15 inches. **A waiver is requested** from the minimum pipe size of 15 inches to instead use a pipe size of 12 inches. Section 6.03.F.2 requires a minimum of four feet of cover over all storm drains. **A waiver is requested** to provide pipe cover of less than four feet.
- 3.8 Section 23 *Water Supply* requires adequate provision for a supply of potable water for domestic consumption and for water supply for fire protection purposes. The Engineering Services Division is aware of issues with water pressure in the area and has concerns about the level of water pressure available at this particular site based on previous experience. A hydrant flow test shall be conducted at the hydrant closest to the proposed building. Ensure that the minimum water pressure is calculated once the hydrant flow test is complete. Test results shall be submitted to the Engineering Services Division for evaluation.
- 3.9 Engineering Services Division notes that the submitted grading and drainage plan is not fully compliant with Section 22 *Stormwater Management* and Section 27.09 *Erosion Control* and shall be revised as follows for compliance:
- a. Sheet 5 Grading & Drainage Plan – The 2:1 slope on the west side of the project shall be armored with rip rap to ensure the slope holds securely and permanently. Slopes steeper than 3:1 shall include rip rap. A detail of the rip-rapped slope from the Concord Construction Standards and Details shall be provided.
 - b. Sheet 10 Drainage Profiles – Revise the title of profile “AD#100 to DMH#10” to “AD#110 to DMH#11” to match Sheet 5. Although the structures were relabeled, the title does not reflect the relabeling. The title of this profile shall be relabeled to “...AD#110 to DMH#11.”
- 3.10 Section 26.02 *Mechanical Equipment* requires that all rooftop and ground-mounted mechanical equipment shall be provided with full screening from both abutting properties and public rights-of-way. It is unclear if rooftop or ground-mounted mechanical equipment are proposed. A note shall be added to the site plan stating that no rooftop or ground-mounted mechanical equipment are proposed and that if such equipment is proposed, the required screening shall be reviewed through administrative approval and installed prior to issuance of any certificates of occupancy.
- 3.11 To ensure compliance with Section 27.06(4) *Overhead Utilities* and Section 27.06(5) *Underground Utilities*, where no trees shall be planted underneath overhead utilities or within 10 feet of any existing or proposed underground utilities lines, both the overhead and underground utilities shall be shown and clearly labeled on the landscape plan. If there are no overhead or underground utilities in the vicinity of the plantings, a note shall be added to the landscape plan stating that there no overhead utilities above any of the proposed tree plantings and that there are no existing or proposed underground utility lines within 10 feet of any of the proposed tree or shrub plantings.
- 3.12 Per Section 27.07(5) *Required Landscaping Improvements Plant Material Standards*, all landscape material shall be standard nursery stock suitable for the climate, soil conditions, and hydrology of the site, native species are encouraged, and invasive species are prohibited. The plant list lists the cranberry cotoneaster, but the plantings on the plan do not reflect any cranberry cotoneaster being planted even though it is listed in the plant list. The landscape plan shall be revised to remove the reference to cranberry cotoneaster in the plant list and update the number of purple gem rhododendron in the plant list to “9” to reflect the number shown as being planted.

- 3.13 Add a note to the landscape plan stating the following: “Per Section 27.07(6) of the Site Plan Regulations, all plant materials shall be planted in accordance with Concord Construction Standards and Details. Organic mulch shall be used to retain soil moisture and moderate temperature; however, the thick application of mulch around the root collar of the tree will not be allowed.”
- 3.14 The landscape plan has a note that says “loam & seed all disturbed areas (typ.)” but no specifications for the loam and seed are given. Section 27.09(3) *Site Restoration* requires that grading shall be completed in accordance with the approved site plan, and that all disturbed land shall be recovered with loam with a minimum depth of six inches. The loam shall be fertile, natural soil, typical of the locality, free from large stones, roots, sticks, clay, peat, weeds and sod, and obtained from a naturally well-drained area, nor contain toxic materials to plant. The loam shall not contain particles over two inches in diameter. All disturbed areas shall be seeded in accordance with Concord Construction Standards and Details. The landscape plan shall be revised to note the verbiage contained in Section 27.09(3) *Site Restoration*, as well as copying and pasting Section 7.02.02.A.1, 2, and 3 from the Concord Construction Standards and Details onto the landscape plan.

4 Variances:

No variances are requested.

5 Waivers:

- 5.1 The applicant requests waivers from the following sections of the Site Plan Regulations:
- a. Section 12.03(3) *Plan Certification*, Section 16.02(15) *Landscape Plan*, and Section 27.03 *Landscape Plans*, to allow the landscape plan to be prepared, stamped, and sealed by a New Hampshire licensed professional engineer rather than a New Hampshire licensed landscape architect;
 - b. Section 12.03(4) *Plan Certification* and Section 16.03(1) *Preparation*, to provide architectural elevations that are not signed and sealed by the New Hampshire licensed architect who prepared them;
 - c. Section 12.06(2) *Easement*, Section 12.06(3) *Existing Restrictions*, Section 15.02(5) *Easements and Restrictions*, Section 15.04(7), Section 15.04(12), and Section 16.02(9), to not provide the existing easements and restrictions on the site plan;
 - d. Section 15.03(7) *Buildings and Structures*, to not show the use and exterior dimensions of existing buildings and structures on the existing conditions plan;
 - e. Section 15.03(8) *Parking, Loading, and Access*, to not show the location and layout of existing driveways, curb cuts, parking lots, and loading areas, with dimensions and the number of spaces identified by parking bay on the existing conditions plan;
 - f. Section 15.03(10) *Municipal Utilities*, to not show all municipal utilities information as required on the existing conditions plan;
 - g. Section 15.03(16) *Signs*, to not show existing signs on the existing conditions plan;
 - h. Section 15.03(23) *Tabulations*, to not provide proposed data on the existing conditions plan;
 - i. Section 15.04(10) *Buildings and Structures*, to not show use and exterior dimensions of existing buildings on the site plan;
 - j. Section 15.04(21) *Signs* and Section 16.03(11) *Signs*, to not provide sign information on the site plan and architectural elevations;

- k. Section 16.03(9) *Colored Rendering*, to not provide a colored rendering of proposed landscaping at the time of planting and as expected five years after planting;
- l. Section 19.08 *Length of Residential Common Private Drives*, to exceed the 1,000-foot maximum length;
- m. Section 21.01, 21.03, and 21.04, to waive the requirement to provide sidewalks on the site and off the site wherever possible;
- n. Section 22.02 *Construction Standards*, to utilize a pipe size of 12 inches where 15 inches is required per Section 6.03.F.1 of Concord Construction Standards and Details; and
- o. Section 22.02 *Construction Standards*, to maintain pipe cover of less than the required four feet per Section 6.03.F.2 of the Concord Construction Standards and Details.

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

Staff reviewed the evidence submitted and supports all the waiver requests but Item 5.1(f), which is the request to not show all municipal utilities information, and Item 5.1(l) to not provide required sidewalks. Staff does not support waiving these two items because the granting of the waiver would be detrimental to the public safety, health, and welfare. Regarding the pipe referenced in Item 5.1(n), this pipe does not accept roadway runoff, which is why staff supports the waiver request. Regarding Item 5.1(o), staff is supportive of this waiver request provided that two inches of rigid polystyrene are placed over the drain pipe.

6 Conditional Use Permits:

- 6.1 No conditional use permits are requested.

7 Architectural Design Review:

- 7.1 The applicant appeared before the Architectural Design Review Committee on June 4, 2025. The application was reviewed for conformity with the Architectural Design Guidelines; harmony and compatibility with existing architectural character of the site, district, or location; integration into site design of significant natural features on site and abutting properties; and the integration of landscaping, parking, and site features into the overall design of the project.

The Architectural Design Review Committee recommended that the Planning Board grant architectural design review approval for the application to construct eight new attached dwellings in the existing development, at 15 Parmenter Rd, as submitted.

8. Conservation Commission:

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

9. Recommendations:

- 9.1 Staff recommends that the Planning Board 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.

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

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

Plan Regulations are met, with the condition that the plans be revised to show the placement of two inches of rigid polystyrene over the drain pipe:

- a. Section 12.03(3) *Plan Certification*, Section 16.02(15) *Landscape Plan*, and Section 27.03 *Landscape Plans*, to allow the landscape plan to be prepared, stamped, and sealed by a New Hampshire licensed professional engineer rather than a New Hampshire licensed landscape architect;
- b. Section 12.03(4) *Plan Certification* and Section 16.03(1) *Preparation*, to provide architectural elevations that are not signed and sealed by the New Hampshire licensed architect who prepared them;
- c. Section 12.06(2) *Easement*, Section 12.06(3) *Existing Restrictions*, Section 15.02(5) *Easements and Restrictions*, Section 15.04(7), Section 15.04(12), and Section 16.02(9), to not provide the existing easements and restrictions on the site plan;
- d. Section 15.03(7) *Buildings and Structures*, to not show the use and exterior dimensions of existing buildings and structures on the existing conditions plan;
- e. Section 15.03(8) *Parking, Loading, and Access*, to not show the location and layout of existing driveways, curb cuts, parking lots, and loading areas, with dimensions and the number of spaces identified by parking bay on the existing conditions plan;
- f. Section 15.03(16) *Signs*, to not show existing signs on the existing conditions plan;
- g. Section 15.03(23) *Tabulations*, to not provide proposed data on the existing conditions plan;
- h. Section 15.04(10) *Buildings and Structures*, to not show use and exterior dimensions of existing buildings on the site plan;
- i. Section 15.04(21) *Signs* and Section 16.03(11) *Signs*, to not provide sign information on the site plan and architectural elevations;
- j. Section 16.03(9) *Colored Rendering*, to not provide a colored rendering of proposed landscaping at the time of planting and as expected five years after planting;
- k. Section 19.08 *Length of Residential Common Private Drives*, to exceed the 1,000-foot maximum length;
- l. Section 22.02 *Construction Standards*, to utilize a pipe size of 12 inches where 15 inches is required per Section 6.03.F.1 of Concord Construction Standards and Details; and
- m. Section 22.02 *Construction Standards*, to maintain pipe cover of less than the required four feet per Section 6.03.F.2 of the Concord Construction Standards and Details.

9.3 **Deny the waiver requests below** from the listed sections of the Site Plan Regulations because neither the criteria of RSA 674:44(III)(e) or Section 36.08(1) of the Site Plan Regulations are met:

- a. Section 15.03(10) *Municipal Utilities*, to not show all municipal utilities information as required on the existing conditions plan; and
- b. Section 21.01, 21.03, and 21.04, to waive the requirement to provide sidewalks on the site and off the site wherever possible.

9.4 **Grant site plan approval** for the construction of eight new attached dwelling units and associated site improvements at 15 Parmenter Rd, as submitted, and subject to the following:

- 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. 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 for endorsement by the Planning Board Chair and Clerk of the Planning Board.

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. As required by Section 16.02(22) *Construction Details*, the following changes shall take place:
 - i. Detail M-13 from the Concord Construction Standards and Details shall be added to one of the detail sheets, and shall include the color of the light poles.
 - ii. Details L-1, L-2, L-3, L-4, L-6, and L-9 from the Concord Construction Standards and Details shall be added to the detail sheets, and all planting details now shown on the detail sheets shall be removed.
 - iii. Sheet 12 – On the vertical granite curb detail, the asphalt thickness must match the driveway and parking lot section detail at 2 ½ inches of binder and 1 ½ inches of wearing course. Replace “pavement depth varies” with “2 ½ inches binder course” to match the driveway and parking lot section detail shown on this sheet.
 - iv. Sheet 13 – Replace the utility trench detail with Detail U-1 and the storm drainage trench detail with Detail SD-1 from the Concord Construction Standards and Details. The storm drain trench incorrectly references Detail M-15 instead of Detail R-15 and shall be revised to include Detail R-15 on this sheet.
 - v. Sheet 15 – On the water main/service trench detail, replace the reference to Detail M-11 with Detail R-15.
 - vi. Sheet 15 – Change the title of the “water pipe crossing insulation detail” to “water pipe crossing storm insulation detail” since water pipe crossing sanitary sewer requires listed force main material nine feet on either side of the crossing, pursuant to Section 5.3.A.9 of the Concord Construction Standards and Details.
 - vii. Sheet 17 – The “mortar rubble masonry and concrete headwalls detail” cannot be found on the plans. Show a callout for this detail or remove the detail from this sheet. On the “pipe outlet to flat area with no defined channel detail,” label the outlet structure “Mortar Rubble Masonry and Concrete Headwalls (see Sheet 17).”
 - viii. Sheet 17 – The “exfiltration trench detail” cannot be found on the plan view. Show a callout for this detail in the plans or remove the detail for this sheet. Provide a detail of the proposed two-foot diameter outlet structure #83 shown in the “exfiltration trench detail.”
 - b. Clearly show and note all proposed sidewalks as complying with the Construction Standards and Details, including a note that specifically states all new sidewalks shall comply with Section 3.02.D and Section 3.03.M, N, and O, of the Construction Standards and Details, shall be a minimum of five

- feet in width, exclusive of curbing, and shall have a maximum transverse slope of 2%, sloping towards the street, driveway, or parking area.
- c. Show the placement of two inches of rigid polystyrene over the drain pipe per the conditionally granted waiver.
 - d. Revise Sheets 5 and 10 as follows:
 - i. Sheet 5 Grading & Drainage Plan – The 2:1 slope on the west side of the project shall be armored with rip rap to ensure the slope holds securely and permanently. Slopes steeper than 3:1 shall include rip rap. A detail of the rip-rapped slope from the Concord Construction Standards and Details shall be provided.
 - ii. Sheet 10 Drainage Profiles – Revise the title of profile “AD#100 to DMH#10” to “AD#110 to DMH#11” to match Sheet 5. Although the structures were relabeled, the title does not reflect the relabeling. The title of this profile shall be relabeled to “...AD#110 to DMH#11.”
 - e. For compliance with Section 15.03(10) *Municipal Utilities* and Section 23 *Water Supply*:
 - i. The plans shall be revised to show all existing and proposed utility information.
 - ii. Evidence of water pressure availability for continued service of the existing development and adequate service for the proposed eight new units shall be submitted, to include a hydrant flow test of the existing hydrant at the hydrant closest to the proposed building.
 - iii. Hydrant flow test results shall be submitted to the Engineering Services Division for evaluation to ensure that both the existing and proposed development shall have adequate water pressure.
 - f. Revise the plans to extend the proposed sidewalk located on the west side of the new building around to the north and east of the proposed building to connect to the existing sidewalk in front of the existing eight-unit building, and this sidewalk shall be connected to the existing sidewalk in front of the existing six-unit building via a crosswalk, all in compliance with Site Plan Regulations and Construction Standards and Details for sidewalks and crosswalks.
 - g. A note shall be added to the overview plan (sheet 1) stating that no rooftop or ground-mounted mechanical equipment are proposed and that if such equipment is proposed, the required screening shall be reviewed through administrative approval and installed prior to issuance of any certificates of occupancy.
 - h. A note shall be added to the landscape plan (Sheet 8) stating that there no overhead utilities above any of the proposed tree plantings and that there are no existing or proposed underground utility lines within 10 feet of any of the proposed tree or shrub plantings.
 - i. The landscape plan shall be revised to remove the reference to cranberry cotoneaster in the plant list and update the number of purple gem rhododendron in the plant list to “9” to reflect the number shown as being planted.
 - j. A note shall be added to the landscape plan (Sheet 8) stating the following: “Per Section 27.07(6) of the Site Plan Regulations, all plant materials shall be planted in accordance with Concord Construction Standards and Details. Organic mulch shall be used to retain soil moisture and moderate

- temperature; however, the thick application of mulch around the root collar of the tree will not be allowed.”
- k. The landscape plan shall be revised to note the verbiage contained in Section 27.09(3) *Site Restoration*, as well as copying and pasting Section 7.02.02.A.1, 2, and 3 from the Construction Standards and Details onto the landscape plan (sheet 8).
 2. The overview plan (Sheet 1) shall list all approved waivers with the section numbers, description, and date of approval.
 3. Copies of all required state and federal permits shall be submitted to the Planning Division.
- 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. Per Section 4.02 of the Site Plan Regulations, no building permit shall be issued for the purposes of constructing a new building unless a certificate of approval has first been issued.
 3. Per Section 11.09(6) *Building Permits and Certificates of Occupancy*, no building permit shall be issued where major site plan approval is required 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 Board according to the approved plans and conditions of the Planning Board approval.
 4. Per the Construction Standards and Details, all work performed in the City shall, as a minimum, conform to the requirements of the latest edition of the manual and the standards contained therein. The more stringent criteria shall apply in the case of conflicts. Deviations from the standards are only authorized with a waiver approval from the Planning Board. Driveway permits, excavation permits, encumbrance permits, and utility connection permits shall be obtained as applicable prior to the commencement of any work.
 5. Per Section 36.04 *Conflict with Other Public Provisions*, where any regulation imposes restriction different from those imposed by any other provision of those regulations or any other ordinance, rule, or regulation, or other provision of law, whichever provisions are more restrictive or impose higher standards shall control.
 6. Per 36.15 *Compliance with Regulations*, 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 may be issued for any building, structure, site improvement, or change of use prior to site plan approval and the satisfactory completion of any pre-construction conditions of Planning Board approval. The Clerk shall not approve any certificate of occupancy, nor shall any use of a building or site commence, unless the proposed improvements, and the proposed use of land or buildings, is found to comply with the approved site plan and the conditions of Planning Board approval.
 7. Per Section 36.17 *Minor and Major Amendments*, the Clerk may approve minor amendment to a site plan previously approved by the Planning Board, if the amendments are not substantive in nature and are fully in compliance with the standards, and are consistent with any condition imposed by the Board. Other changes shall be considered by the Planning Board at the next regular meeting as a

- further consideration item with appropriate abutter notice. A major change to a previously approved plan shall require a new public hearing before the Board as required for a new application.
8. Per Section 36.24 *Inspections*, the Community Development Department shall be responsible for inspecting the site plan improvements for conformity with the approved plans and conditions of Planning Board approval. The City may assess the applicant for all or a portion of the cost, including overhead, of the necessary inspections. No certificate of occupancy shall be issued until the development has been completed according to the approved plans. A temporary certificate of occupancy may be issued pursuant to Section 36.18 *Winter Certificate of Occupancies* due to winter conditions.
 9. Per Section 36.25 *As-Built Plans* and Section 12.09 *As-Built Drawings*, prior to the issuance of a certificate of occupancy digital as-built drawings shall be provided conforming to the City Engineer's as-built checklist. The applicant's engineer or surveyor shall submit to the City Engineer a detailed "as-built" survey of all major site plans showing the location of buildings, structures, utilities, parking and loading areas, driveways and access, as well as for any public improvement constructed indicating location, dimensions, materials, and other information required by the City Engineer. The as-built survey shall also be submitted in digital format and media conforming to the City Engineer's as-built checklist.
 10. Per Section 36.27 *Release of Financial Guarantees*, a release of any financial guarantee assurance shall not be undertaken until the Clerk of the Planning Board and the City Engineer have ascertained that all site-related improvements, or required public improvements, have been constructed in conformance with the approved plans and specifications.

Prepared by: AMS