



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

Staff Report for Planning Board

Meeting on May 20, 2026

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

Project: Multifamily Conversion – Major Site Plan (2026-028)
Property Owner: Associated Enterprises, Inc
Applicant: Stonefield Engineering & Design
Property Address: 103 North State St
Tax Map Lot: 6414Z 1

Determination of Completeness:

When determining the completeness of a major site plan application, 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, 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.**

While the regulations require that the determination of completeness and the public hearing be held at separate meetings for a major site plan, the applicant has requested a waiver from Sections 6.03(2)(c) and 11.05 of the Site Plan Regulations to allow for the determination of completeness and public hearing in the same meeting. If the waiver from Sections 6.03(2)(c) and 11.05 is granted and 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:

- **Grant the waiver from Sections 6.03(2)(c) and 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 are met;**
- **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 May 20, 2026, and end on **July 24, 2026**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (**July 24,**

2026), 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

When determining the completeness of a major site plan application, 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, 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.**

Project Description:

The applicant is proposing the conversion of an existing 15,341-square-foot office building into 21 residential dwelling units and associated site improvements at Tax Map 6414Z Lot 1, addressed as 103 North State Street in the Civic Performance (CVP) District. As part of the major site plan application, the applicant is also requesting two conditional use permits: to not require a non-residential use for a lot greater than 20,000-square-feet, located within a Performance District, the size of the lot proposed for conversion from office space to 21 residential units is approximately 20,563-square-feet; and, to allow the adjustment of the existing driveway which currently does not meet the required 200-foot separation from adjacent driveways.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 3-page cover letter and narrative titled “Major Site Plan Review – Multi-family Residential Adaptive Reuse” dated March 18, 2026, prepared by Stonefield Engineering and Design, LLC; a 15-sheet civil plan set titled “Proposed Multi-Family Residential Adaptive Reuse”, dated March 18, 2026, with revisions through April 15, 2026, prepared by Stonefield Engineering and Design, LLC; a 9-sheet architectural plan set titled “103 N. State St”, dated March 10, 2026, with revisions through April 14, 2026, prepared by Inscription Architects; a 35-page stormwater management statement, dated March 18, 2026, prepared by Stonefield Engineering and Design, LLC; a 39-page Stormwater Operations & Maintenance Plan, dated March 18, 2026, prepared by Stonefield Engineering and Design, LLC; a 1-sheet vehicle maneuvering exhibit dated April 15, 2026, prepared by Stonefield Engineering and Design, LLC; a 1-sheet existing conditions plan dated November 2025, prepared by Richard D. Bartlett & Associates, LLC; and, a 3-page waiver request form.

1. Project Details and Zoning Ordinance Compliance:

Zoning District:	Civic Performance (CVP) District
Existing Use:	Office
Proposed Use:	Multi-family Residential (21 Units)
Overlay Districts:	
Flood Hazard (FH) District	None
Shoreland Protection (SP) District	None
Historic (HI) District	None
Penacook Lake Watershed (WS) District	None
Aquifer Protection (AP) District	None
Wetland:	None
Wetland Buffer:	None

Zoning Code Item	Required	Existing	Proposed
Minimum Total Area	N/A	20,652-square-feet	No Change

Minimum Buildable Land	N/A	Not Provided	Not Provided
Minimum Lot Frontage	80 feet	92 feet	No Change
Minimum Front Yard	15	10.9 feet	No Change
Minimum Rear Yard	15	96.3 feet	No Change
Minimum Side Yard	15	0 feet	No Change
Maximum Lot Coverage	80%	74.7%	72.9%
Maximum Building Height	45 feet	30 feet (2 stories)	No Change
Off-Street Parking	1 space per unit 21 units = 21 spaces	Not Provided	21 Spaces
Accessible Parking Spaces	1-25 required parking spaces = 1 accessible space to be provided	Not Provided	1 Accessible Space provided

1.1 Staff notes that the proposed conversion meets the requirements of Section 28-5-7(b) *Conversion Resulting in More Than Five Units* of the Zoning Ordinance, with respect to the perimeter buffer requirements as specified in Section 28-4-5, as that there is no increase in the extent of any nonconformity proposed as part of the project.

2. General Comments:

2.1 Per Section 6.01(4) of the Site Plan Regulations, staff was unaware of any nonconformities with the Zoning Ordinance at the time the abutter notifications were mailed on April 3, 2026.

2.2 Per Section 6.01(5) *Conditional Use Permits*, where a conditional use permit is required, no site plan application may be considered complete without a complete conditional use permit application. Conditional use permit applications will be considered concurrently with the site plan application. Two conditional use permit applications have been submitted in conjunction with this major site plan application as noted in Section 6 of this report.

2.3 Per Section 25.01 *Nonmunicipal Utilities General Requirements* of the Site Plan Regulations, 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.

2.4 Per Section 15.03 *Existing Condition Plan*, whereas minimal changes are proposed to the site, the Planning Board Clerk has determined to reduce the amount or extent of information required as noted below:

- a. Section 15.03(4) *Soils*, to not provide soil date on the existing conditions plan.
- b. Section 15.03(7) *Buildings and Structures*, to not provide the exterior dimensions of existing structures on the existing conditions plan.
- c. Section 15.03(8) *Parking, Loading and Access*, to not provide dimensions and number of spaces identified by parking bay.
- d. Section 15.03(17) *Solid Waste and Outside Storage*, to not provide the location of existing solid waste and outside storage facilities.
- e. Section 15.03(23)(a), (b), (c), (d), (e), and (f), to not require the applicant to provide the required tabulations on the existing conditions sheet.

- 2.5 Per Section 15.04 *Proposed Site Plan*, whereas minimal changes are proposed to the site, the Planning Board Clerk has determined to reduce the amount or extent of information required as noted below:
- a. Section 15.04(2) *Abutting Property*, to not provide abutting property information on the site plan.
 - b. Section 15.04(3) *Parcel Information*, to not require parcel information to be added to the parcel on the site plan. Instead, a certificate of ownership note will be added to the site plan and the property address will be added to the building on the site plan.
 - c. Section 15.04(6) *Topography*. The applicant has provided a separate grading and drainage sheet as part of the plan set.
 - d. Section 15.04(9) *Streets and Right-of-Way*, to not require location and dimension of the public right-of-way on the site plan.
 - e. Section 15.04(13) *Municipal Sewer*. The applicant has provided a separate Utility Plan sheet as part of the plan set.
 - f. Section 15.04(14) *Drainage & Erosion Control*. The applicant has provided a separate Grading & Drainage sheet and Erosion Control sheet as part of the plan set.
 - g. Section 15.04(15) *Landscaping*. The applicant has provided a separate landscaping sheet as part of the plan set.
 - h. Section 15.04(17) *Municipal Water Supply*. The applicant has provided a separate Utility Plan Sheet as part of the plan set.
 - i. Section 15.04(19) *Other Utilities*. The applicant has provided a separate Utility Plan Sheet as part of the plan set.
 - j. Section 15.04(26) *Lighting*. The applicant has provided a separate Lighting Sheet as part of the plan set.
 - k. Section 15.04(23) (b), (c), (d), (f), to not provide certain tabulations on the site plan.
- 2.6 Staff notes that no building or tenant signage has been proposed in conjunction with this application. Section 16.03(11) *Signs* of the Site Plan Regulations does allow, if tenancy is unknown at the time of site plan submittal, a master sign plan or sign permits may be submitted for architectural design review prior to occupancy of the building or specific tenant space.
- 2.7 Staff notes that that Planning Board has the authority to, and may require third party investigations or reviews, at the applicant's expense, in order for the Planning Board to satisfactorily complete its review in accordance with Section 13.01(8) *Impact Studies* and Section 13.01(9) *Special Investigative Studies or Third Party Reviews* of the Site Plan Regulations.
- 2.8 The Fire Department reviewed the application and provided the following general comments:
- a. Unit 1F appears on every floor in the plan. Is this a design error?
 - b. Apartment unit numbers identification and location to be reviewed for consistency - LL, 100, 200 etc. along with, if possible, apt. 101 is below 201, 201 is below 301 etc..
 - c. Sprinkler Suppression system will be required.
 - d. Fire alarm system will be required.
 - e. The access path is in the drive aisle.
- 2.9 The Engineering Services Division general comments are noted in the attached 6-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated May 5, 2026.
- 2.10 The General Services Division notes that this property has a history of internal sanitary sewer issues.

3. Site Plan Regulations Determination of Completeness:

The items below are missing 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 Per Section 15.03(10) *Municipal Utilities*, the sanitary sewer service on the existing conditions plan needs to be labeled as sanitary sewer, and shall also include both the size and material(s). Staff recommends the applicant contact the City Engineering Division for records information the City may have on file, and perform their own investigation for confirmation.

Site Plan Regulations Compliance:

The submittal 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. determination of completeness.**

- 3.2 Per Section 13.02(8) *State and Federal Permits*, and prior to final approval, copies of approval for any required State or Federal Permits shall be provided to the City Planning Division.
- 3.3 The applicant is proposing 2 new trees and to maintain 3 existing trees for 5 trees meeting the requirements of the less strict Section 28-7-10(d) Landscape Material Standards of the City's Zoning Ordinance. However, Section 18.17 *Tree Plantings* requires one tree shall be planted for each 1000 square feet of any proposed parking area including parking spaces, internal landscape islands, access aisles, driveways, fire lanes, and other vehicular circulation areas. Where a conflict between two provisions occurs, the more strict requirement shall apply. The applicant shall revise their tree tabulations and tree plantings to meet the requirements of 1 tree per every 1,000-square-foot unless a waiver is requested and approved from Section 18.17 *Tree Plantings* to allow 1 tree per 2,000-square-foot of parking area, access aisles, and driveways instead of 1 tree per 1,000-square-foot.
- 3.4 Section 18.17 *Tree Plantings* states existing trees preserved on the site may count on a one for one basis when located within twenty (20) feet of any parking lot, access aisle, vehicular sale or rental area, driveway or loading area. Specifically, near the western corner of the building and accessible parking area, the applicant has identified an existing tree to remain being counted toward the total tree count. However, this tree is located on the property of 105 North State Street and cannot be included a part of the existing trees being counted toward the total required tree tabulations.
- 3.5 The applicant has revised the site plan to show some snow storage areas, per the requirements of Section 18.21 *Snow Storage*, however even if these areas were fully accessible and not obstructed with tree plantings and adjacent parking spaces, the area still appears to be too small to accommodate proper snow storage on site. The applicant shall add a note on the site plan that the owner will be responsible for snow to be removed offsite after snow events.
- 3.6 Staff strongly recommends the applicant look into options to relocate the dumpster enclosure to the accessible parking space location and/or consider reducing the total number of proposed dwelling units to allow for proper site circulation for the parking area, to increase the convenient access of the refuse enclosure, as required by Section 20.01 *Solid Waste Facility Standards* and Section 28-7-14(b) *Location of Refuse Container Loading Areas*.

The applicant has provided a turning template that appears to demonstrate the feasibility that the dumpster enclosure can be accessed. The proposed location requires the truck to perform a multiple point turning movement, in close proximity to parking spaces that are likely to be occupied with vehicles during trash removal, a challenging operation for even a very skilled truck

- driver. Because of this, the applicant should look to modify the site layout to provide a more convenient maneuver as indicated above.
- 3.7 Per Section 20.07 *Design of Solid Waste Disposal Areas*, the Wooden Fence Trash Enclosure Detail on Sheet C-14, intended for the dumpster enclosure, does not specify the color or stain proposed for the 1" x 4" vertical boards and shall be added to the detail notes.
 - 3.8 Per Section 21.02 *General Requirements* the accessible route from the accessible parking location to the accessible entrance requires cannot be within the required 24-foot wide, 2-way drive aisle and shall be revised. Staff recommends the applicant explore the feasibility of utilizing a different building entrance to provide accessible access.
 - 3.9 Per Section 26.02 *Mechanical Equipment* the 3 new rooftop condensers shall be screened from view of abutting properties with a solid opaque or louvered screen designed to block views, glare, and noise from abutting properties. The screens shall be as high as the tallest unit.
 - 3.10 Per Section 27.07(4) *Biodiversity*, the applicant shall revise the planting schedule to include a mix of evergreens that will satisfy the screening requirements and the biodiversity requirements, unless a waiver from this section is otherwise obtained. The current design only indicates 9 arborvitae evergreen trees.
 - 3.11 Per Section 27.07(6) *Planting Specifications*, the proposed landscaping details on Sheet C-11 shall be replaced, or revised to meet or exceed the City Construction Details L-1 through L-9. Additionally, a note shall be added on the landscaping sheet that all work shall conform to the City of Concord Construction Standards and Details.
 - 3.12 Per Section 29.04 *Building and façade lighting*, tabulations shall be provided on the lighting plan demonstrating that the building lighting meets or exceeds the requirements from Section 28-7-7(j) of a 4:1 lighting uniformity ratio, which is the ratio of average illumination to minimum illumination.
 - 3.13 The Engineering Services Division compliance comments are noted in the attached 6-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated May 5, 2026.
- 4. Variances:**
- 4.1 No variances had been requested for this application.
- 5. Waivers:**
- 5.1 Section 12.03 *Plan Certification*, 15.02(1) *Preparation*, and 16.02(1) *Preparation*, to not require a New Hampshire Licensed Landscape Architect to prepare, sign or seal the landscape plans.
 - 5.2 Section 6.03(2)(c) *Site Plan* and Section 11.05 *Determination of Completeness*, to allow for the determination of completeness and public hearing in the same meeting.
- 6. Conditional Use Permits:**
- 6.1 The applicant requests approval for a conditional use permit pursuant to Section 28-4-5(e)(1) *Mixed Use Component Required* to waive the requirement to provide a nonresidential use on a lot larger than 20,000-square-feet that is located within the Civic Performance (CVP) District.

Analysis of the required criteria for Section 28-9-4(b) *Conditional Use Permits* for the principal use follows:

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

Review: The applicant states the use is specifically authorized by ordinance and within this zone. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the development in its proposed location will comply with the requirements of the article and with the conditions of standards established in this ordinance for the particular use other than the commercial component. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the use will not materially endanger the public health or safety, and will benefit the community by providing additional housing. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the use is compatible with the neighborhood and with adjoining or abutting uses in the area in which it is to be located. The use is permitted with the area. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the use will not have an adverse effect on highway or pedestrian safety. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the use will not have an adverse effect on the natural, environmental, and historic resources of the City. The proposed adaptive reuse is a positive impact. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the use will be adequately serviced by necessary public utilities and by community facilities and services of a sufficient capacity to ensure the proper operation of the proposed use, and will not necessitate excessive public expenditures to provide facilities and services with sufficient additional capacity. The proposed use can be serviced. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

- 6.2 The applicant requests approval for a conditional use permit pursuant to Section 28-7-8(c)(2) *Separation of Driveways in Nonresidential Districts* and Section 28-7-11(f) *Driveway Separation Alternatives*, to waive the requirement of two hundred (200) feet of separation between proposed

driveways and intersections and driveways on adjacent lots located on collector and arterial streets.

Analysis of the required criteria for Section 28-9-4(b) *Conditional Use Permits* for the principal use follows:

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

Review: The applicant states the use is specifically authorized by ordinance and within this zone per Section 28-7-11(f). **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the development in its proposed location will comply with the requirements of the article and with the conditions of standards established in this ordinance for the particular use other than the driveway separation. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the use will not materially endanger the public health or safety. The driveway as it presently exists does not meet the requirements for driveway separation or width. The proposed plan increases the width of the driveway to improve traffic circulation within the site. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the use is compatible with the neighborhood and with adjoining or abutting uses in the area in which it is to be located. The use is permitted with the area. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the use will not have an adverse effect on highway or pedestrian safety as widening the driveway will improve traffic circulation allowing more room for vehicle egress and ingress as well as additional room for pedestrians. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the use will not have an adverse effect on the natural, environmental, and historic resources of the City. The proposed adaptive reuse is a positive impact. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

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

Review: The applicant states the use will be adequately serviced by necessary public utilities and by community facilities and services of a sufficient capacity to ensure the proper operation of the proposed use, and will not necessitate excessive public expenditures to provide facilities and services with sufficient additional capacity. The proposed use can be serviced. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

7. Architectural Design Review:

7.1 The applicant appeared before the Architectural Design Review Committee on May 5, 2026. 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 approve the application as submitted.

8. Conservation Commission:

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

9. Recommendation:

9.1 Staff recommends the Planning Board vote to continue the public hearing for this application to a date certain of July 15, 2026, to afford the applicant time to prepare a revised site plan and response narrative demonstrating compliance with the comments noted in the staff report and otherwise raised during the public hearing. Specifically, staff notes accommodating for the accessible walkways and a convenient and accessible dumpster enclosure location may warrant redesign of the site, potential for a reduction in total number of proposed units, or variances from the Zoning Board of Adjustment to achieve zoning compliance. Staff believes that these items are significant enough to warrant the Board's review prior to voting on the application.

Unless otherwise agreed to in writing by the City Planner, the revised site plan and response narrative shall be submitted no later than June 17, 2025, at 4:00 p.m. to allow time for staff to review and revise the staff report for the July 15, 2025, Planning Board meeting. Staff notes that the application deadline for the July 1, 2026 Zoning Board of Adjustment meeting is June 8th, 2026.

However, if the Planning Board, after determining the application complete and holding the public hearing, determines that the necessary revisions and/or any relief from the Zoning Board do not warrant additional review by the Planning Board prior to a vote on the application, then staff offers, but certainly does not recommend, the following:

9.2 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/or, other documents or materials provided in the public hearing.

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

9.3 **Grant the waiver requests below** from the listed sections of the Site Plan Regulations, using the criteria of RSA 674:36(II)(n)(2) and Section 35.08 of the Site Plan Regulations:

- a. Section 12.03 *Plan Certification*, 15.02(1) *Preparation*, and 16.02(1) *Preparation*, to not require a New Hampshire Licensed Landscape Architect to prepare, sign or seal the landscape plans.
- 9.4 **Grant the conditional use permit** for Section 28-4-5(e)(1) *Mixed Use Component Required* to not require a nonresidential use on a lot larger than 20,000-square-feet that is located within the Civic Performance (CVP) District
- 9.5 **Grant the conditional use permit** for Section 28-7-8(c)(2) *Separation of Driveways in Nonresidential Districts* and Section 28-7-11(f) *Driveway Separation Alternatives*, to not require 200-foot separation be maintained between adjacent driveways on adjacent lots located on collector and arterial streets.
- 9.6 **Grant Architectural Design Review approval** for the conversion of an existing 15,341-square-foot office building into 21 residential dwelling units and associated site improvements at Tax Map 6414Z Lot 1, addressed as 103 North State Street in the Civic Performance (CVP) District as submitted.
- 9.7 **Grant major site plan approval** for the conversion of an existing 15,341-square-foot office building into 21 residential dwelling units and associated site improvements at Tax Map 6414Z Lot 1, addressed as 103 North State Street in the Civic Performance (CVP) District as submitted, and subject to the following precedent and subsequent conditions:
 - (a) **Precedent Conditions** – Per Section 7.08(9) *Expiration of Approval*, approved site plans shall meet all precedent conditions and obtain the signature of the Chair and Clerk of the Planning Board within one year of the date of the Planning Board meeting where conditional final approval was granted; otherwise said plans shall be null and void.
 1. Unless a specific variance, waiver, or conditional use permit is granted stating otherwise, revise the plan sheet/set to fully comply with the Site Plan Regulations, Zoning Ordinance, and Construction Standards and Details, including but not limited to the following:
 - a. Per Section 15.03(10) *Municipal Utilities*, the sanitary sewer service label on the existing conditions plan shall also include both the size and material(s) of the service.
 - b. Per Section 18.17 *Tree Plantings* the applicant shall revise their tree tabulations and tree plantings to meet the requirements of 1 tree per every 1,000-square-feet.
 - c. Per Section 18.17 *Tree Plantings*, the applicant shall remove the ineligible existing tree near the western corner of the building that is on the property of 105 North State Street from being counted toward satisfying the total required tree tabulations.
 - d. Per Section 18.21 *Snow Storage* the applicant shall add a note on the site plan that the owner will be responsible for snow to be removed offsite after snow events.
 - e. Per Section 20.01 *Solid Waste Facility Standards* the applicant shall modify the site layout to provide a more convenient maneuver for accessing and servicing the dumpster enclosure.
 - f. Per Section 20.07 *Design of Solid Waste Disposal Areas* the Wooden Fence Trash Enclosure Detail on Sheet C-14, intended for the dumpster enclosure, does not specify the color or stain proposed for the 1” x 4” vertical boards and shall be added to the detail notes.
 - g. Per Section 21.02 *General Requirements* the accessible route from the accessible parking location to the accessible entrance requires cannot be within the required 24-foot wide, 2-way drive aisle and shall be revised.

- h. Per Section 26.02 *Mechanical Equipment* the 3 new rooftop condensers shall be screened from view of abutting properties with a solid opaque or louvered screen designed to block views, glare, and noise from abutting properties. The screens shall be as high as the tallest unit.
 - i. Per Section 27.07(4) *Biodiversity* the applicant shall revise the planting schedule to include a mix of evergreens that will satisfy the screening requirements and the biodiversity requirements, unless a waiver from this section is otherwise obtained.
 - j. Per Section 27.07(6) *Planting Specifications* the proposed landscaping details on Sheet C-11 shall be replaced, or revised to meet or exceed the City Construction Details L-1 through L-9. Additionally, a note shall be added on the landscaping sheet that all work shall conform to the City of Concord Construction Standards and Details.
 - k. Per Section 29.04 *Building and façade lighting* requires tabulations shall be provided on the lighting plan demonstrating that the building lighting meets or exceeds the requirements from Section 28-7-7(j) of a 4:1 lighting uniformity ratio, which is the ratio of average illumination to minimum illumination.
2. The Engineering Services Division compliance comments as noted in the attached 6-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated May 5, 2026
 3. List all approved variances, waivers, and conditional use permits, with section numbers, descriptions, and date of approval on the cover sheet or site plan sheet. Unless otherwise noted, the plan set shall comply with any waivers denied by the Planning Board
 4. Per Section 11.01(7), 13.01(6) 13.02(8) *State and Federal Permits*, copies of approval for any required State or Federal Permits shall be provided to the City Planning Division prior to final plan approval.
 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, lighting, and architectural plans for endorsement by the Planning Board Chair and Clerk
- (b) **Subsequent Conditions** – to be fulfilled as specified.
1. This approval notwithstanding the applicant is responsible for full knowledge of, and compliance with, the municipal code, Site Plan Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted.
 2. Unless otherwise permitted by Site Plan Regulation or New Hampshire State Statute, the site plan approval shall expire should the use or construction so authorized not be active and substantially developed, as defined by the Site Plan Regulations, within 3-years of final approval.
 3. No building permit shall be issued or the start of construction commenced 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. 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))
 6. 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)
 7. 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)
 8. 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)
 9. 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)
 10. 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)
 11. At the completion of construction or 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)
 12. 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)
 13. All trash, construction material, debris and any existing invasive species shall be removed. Dead and dying trees which present a potential hazard to existing and proposed structures shall be removed. (Section 27.07(10))



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, Project Manager and Pete Kohalmi, PE, Associate Engineer
DATE: May 5, 2026
SUBJECT: Prop. Multi-Family, Res. Adaptive Reuse- Major Site Plan Engineering Review
103 N. State Street, Map 6414Z, Lot 1; City Project 2026-028

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

- Proposed Multifamily Residential Adaptive Reuse Plans by Stonefield Engineering and Design, dated April 15, 2026
- Response to comments by Stonefield Engineering and Design, dated April 15, 2026
- Truck Movement Exhibit by Stonefield Engineering and Design, dated April 15, 2026
- Existing Conditions Survey by Richard Bartlett and Associates, LLC, dated April 15, 2026
- Waiver Request Form- from City of Concord Site Plan Regulations (CSPR) Sections 11.05, 11.07, 12.03, 15.02(1), and 16.02(1), received April 15, 2026

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

- a. **Comment not fully addressed.** *Provide any State and Federal permits required, pursuant to CSPR 13.02(8).* The applicant acknowledges this comment.

2. Stormwater Management Plan

- a. **Comment not fully addressed.** *Include the pipe sizing in the existing and proposed HydroCAD analysis, pursuant to CSPR 16.02(12)(a) and 22.07(1). For full analysis of the site, this information is needed during this review. Please submit this information as soon as possible.*

3. Sheet C-2: Existing Conditions Plan

- a. **Comment not fully addressed.** *Show the existing sanitary-sewer service-line size, material, and slope, and the rim and invert elevations of existing manhole 1084 and downstream manhole 1083 and the pipe length between them, pursuant to CSPR 15.03(10). Show sanitary manhole 1083 on the plans. Move the text at SMH 1084 to read better. Show the RIM and invert elevations for SMH 1083.*
- b. Comment addressed.
- c. Comment addressed.
- d. Comment addressed.
- e. Comment addressed.
- f. Comment addressed.
- g. **Comment not fully addressed.** *A lot of the text on the existing conditions plan, including boundary data, is obscured by lines and/or physical feature line types. The plan should be cleaned up so that all of the text is readable. Please darken and increase the height of the boundary text to match the boundary text on the Existing Conditions Plat, Sheet 1 of 1 for better legibility.*

4. Sheet C-4: Site Plan

- a. **Comment not fully addressed.** *Asphalt curb and curb transitions are not allowed, pursuant to CCSD Section 3(3)(C) and CSPR 18.19. Please replace them with granite. Per Section 4.01 of the Site Plan Regulations, regulations apply to on site and off site features. Please replace the asphalt curb with vertical granite curb as shown on Detail C-1 on Sheet C-13. A waiver will be required if bituminous curbing is still desired—one that Engineering will not support.*
- b. Comment addressed.

- c. **Comment not fully addressed.** *Please show a striped, accessible path of travel from the handicap unloading area to the front entrance, pursuant to 2010 ADA Standards requirements and CSPR 21.04, and as referenced in ADA Note (5) on Sheet C-5. End the accessible path at the Limit of Proposed Flush Opening at the end of the landing. Ensure this path is outside of the 24' drive aisle. Show the path 5' wide and the striping 3' apart, pursuant to CCSD Detail M-4 on Sheet C-13.*
- d. **Comment not fully addressed.** *Please provide a detail with elevations for the main (side) entrance, steps, handicap ramp, and accessible path of travel. Since these are construction plans, please included the detail in this plan set.*
- e. Comment addressed.
- f. Comment addressed.
- g. Comment addressed.
- h. **Comment not fully addressed.** *Show driveway flares where the proposed drive connects to N. State Street, as required in Detail D-5 on Sheet C-13, and pursuant to CSPR 18.10. Show the driveway flares at 45 degrees from the ROW line for 5' along the sidewalk on both sides of the drive. Show the stop bar parallel with the ROW line.*
- i. **Comment not fully addressed.** *Show a callout for the onsite curbing to be vertical granite. Please remove the Asphalt Curb Detail on Sheet C-12 and replace the Proposed Asphalt Curb callouts on Sheet C-4 with Proposed Vertical Curb callouts, pursuant to CCSD Section 3(2)(C).*
- j. **Comment not fully addressed.** *Add CCSD Detail M-8, Single Dumpster Pad, to a detail sheet, pursuant to CSPR 20.07. Replace the Wooden Fence Trash Enclosure Detail with Detail M-8. The fence portion of the detail may be kept. Pursuant to Detail M-8, Note 1, ensure the refuse bins can be unloaded with a single turning movement with a 35' front-loading truck. According to the Vehicle Maneuvering Exhibit (Trash) only a 28.742' truck was used with at least 3 movements.*
- k. Comment addressed.
- l. Comment addressed.
- m. **Comment not fully addressed.** *This sheet and subsequent sheets should include the boundary line data. Please darken and increase the height of the boundary text to match the boundary text on the Existing Conditions Plat, Sheet 1 of 1.*
- n. **New comment.** Please move the leader for the Proposed Asphalt Transition Ramp callout to the ramp.

5. Sheet C-5: Grading Plan

- a. **Comment not addressed.** *Please show grades at the driveway entrance that reflect the 2% slope required by Detail D-5 on Sheet C-13. The intent is to create a high point in the driveway entrance to separate street runoff from parking lot runoff. Pursuant to Detail D-5, move the ridge line approximately 10' behind the sidewalk and grade 2% from the ridgeline to the edge of street pavement.*
- b. **Comment not fully addressed.** *The curb heights shown are only 0.5'; however, 7" vertical granite curbing shown on Sheet C-13 requires a 0.58" height. Please revise the TC and BC height differential to be 7". The curb heights are still only 0.5'. Please increase them to 0.58', or 7".*

6. Sheet C-6: Stormwater Management and Utility Plan

- a. **Comment not fully addressed.** *The existing 1" domestic water service is not large enough to support this proposed development. Consider using the existing 6" fire line for domestic purposes also, or upsize the 1" pipe, pursuant to CSPR 15.04(17) and 16.02(14)(a), and 23.04(6). Since the existing 1" water line is shown as cut and capped, please show the existing 6" fire line with a proposed extension and connection to the building. Show a proposed domestic line with valve connecting to both the 6" fire line and the existing building.*
- b. Comment addressed.

7. Sheet C-9: Soil Erosion and Sediment Control Details

- a. Comment addressed.
- b. **New comment.** Fix the silt fence detail title so it's not obscured.

8. Sheet C-12: Construction Details

- a. Comment addressed.
- b. Comment addressed.
- c. Comment addressed.
- d. Comment addressed.

- e. **Comment not fully addressed.** *Remove the Asphalt Curb Detail.*
Pursuant to CCSD Section 3(2)(c), only granite curb is allowed. Therefore, please remove the asphalt curb detail.
- f. **Comment not fully addressed.** *In the Reinforced 6" Concrete Mat Detail, Note (2), replace 1" thickness with "thickness shall be a minimum depth of ¼ thickness of slab," pursuant to CCSD Section 3(3)(O)(4). Show a callout on plan view of this detail, or remove the detail from this sheet. In the Reinforced 6" Concrete Mat Detail, Note (2), replace 1" thickness with 1.5".*
- g. **Comment not fully addressed.** *On the Accessible Entrance Landing Detail, the landing must be a minimum of 60", pursuant to 2010 ADA Standards 405.7.3. Please replace the 36" landing with a 60" landing.*

9. Sheet C-13: Construction Details

- a. **Comment not addressed.** *Callout on plan view the location of the Slope to Vertical Granite Curb Transition and the Vertical Granite Curb Details reference.* Please provide a callout on plan view for both of these details.
- b. Comment addressed.

State/Federal Permits

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

NHDES Sewer Connection Permit

Per Site Plan Regulation 13.02 (8) and/or Subdivision Regulation 13.02 (10), a copy of the State and Federal permit(s) shall be submitted to the City prior to final approval.

Post-Approval/Pre-Construction Requirements

The following items are required prior to the start of construction:

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

- 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.