CITY OF CONCORD

New Hampshire's Main Street™

Community Development Department

Planning Division

Staff Report for Planning Board

Meeting on February 18, 2026
Project Summary –Major Site Plan and Architectural Design Review
Determination of Completeness

Project:	Key Auto Group Hotel – Major Site Plan (2026-005)
Property Owner:	94 Manchester Street, LLC
Applicant:	TFMoran, Inc
Property Address:	94-98 Manchester St
Tax Map Lot:	781Z 12, 781Z 12-1, 781Z 12-2, and 781Z 12-3

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.**

Project Description:
The applicant is proposing the construction of a 4-story hotel building, with a footprint of 14,768-square-feet and associated site improvements at Tax Map Lots 781Z 12, 781Z 12-1, 781Z 12-2, and 781Z 12-3, addressed as 94- 98 Manchester Street in the Commercial Highway (CH) and Office Park Performance (OFP) Districts.

Compliance:
The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on an 2-page cover letter narrative, dated January 21, 2026, prepared by TFMoran, Inc; a 3-page waiver request narrative, dated January 21, 2026, prepared by TFMoran, Inc; a 22-sheet civil plan set titled "Proposed 4-Story Hotel", dated January 21, 2026, prepared by TFMoran, Inc; a 7-sheet architectural plan set titled "StayBridge / HIX – Concord", undated, and prepared by XSS Hotels; a 133-page Drainage Analysis Report dated January 21, 2025, prepared by TFMoran, Inc; and, a 236-page Traffic Impact and Access Study, dated November 14, 2025, prepared by TFMoran, Inc.

1. Project Details and Zoning Ordinance Compliance:

Zoning District:	Commercial Highway (CH) District Office Park Performance (OFP) District
Existing Use:	Auto Sales Repair
Proposed Use:	Mixed Use – Auto Sales Repair and Hotel
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 (CH)	Existing	Proposed
Minimum Total Area	40,000-square-feet	482,776-square-feet	482,685 square-feet
Minimum Buildable Land	20,000-square-feet	Not Provided	Not Provided
Minimum Lot Frontage	200 feet	237.60 feet	246.8 feet
Minimum Front Yard	50 feet	480.7 feet	54.4 feet
Minimum Rear Yard	30 feet	564.4 feet	956.8 feet
Minimum Side Yard	25 feet	76.1 feet	26.5 feet
Maximum Lot Coverage	80%	30.7%	34.5%
Maximum Building Height	45 feet	24.2 feet	45 feet

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 Per Section 28-7-13(a) *Table of Off-Street Loading Requirements* of the Zoning Ordinance, in order to accommodate the delivery or shipment of goods or merchandise to a principal use, off-street loading spaces shall be provided in accordance with the following Table of Off-street Loading Requirements. Gross floor area of the proposed hotel is not provided, however an approximate estimation by staff of a 4-story hotel with a footprint of 14,768-square-feet would approximately be 59, 072-square-feet and require at least 1 loading space. The proposed site plan does not provide for a loading space tabulation, and it is unclear if the site plan currently accommodates the required loading space. The applicant shall clarify on the site plan if the loading space is provided on the site plan, and include it in the provided tabulations.

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.

2.2 Per Section 6.01(5) of the Site Plan Regulations, a completed conditional use permit application if required shall be made at the same time as the site plan application.

2.3 Per Section 12.01 *Research* of the Site Plan Regulations, applicants are responsible for familiarizing 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* of the Site Plan Regulations, 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(23)(b), (c), (e), and (f), to not require the applicant to provide the required tabulations on the existing conditions sheet.

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:

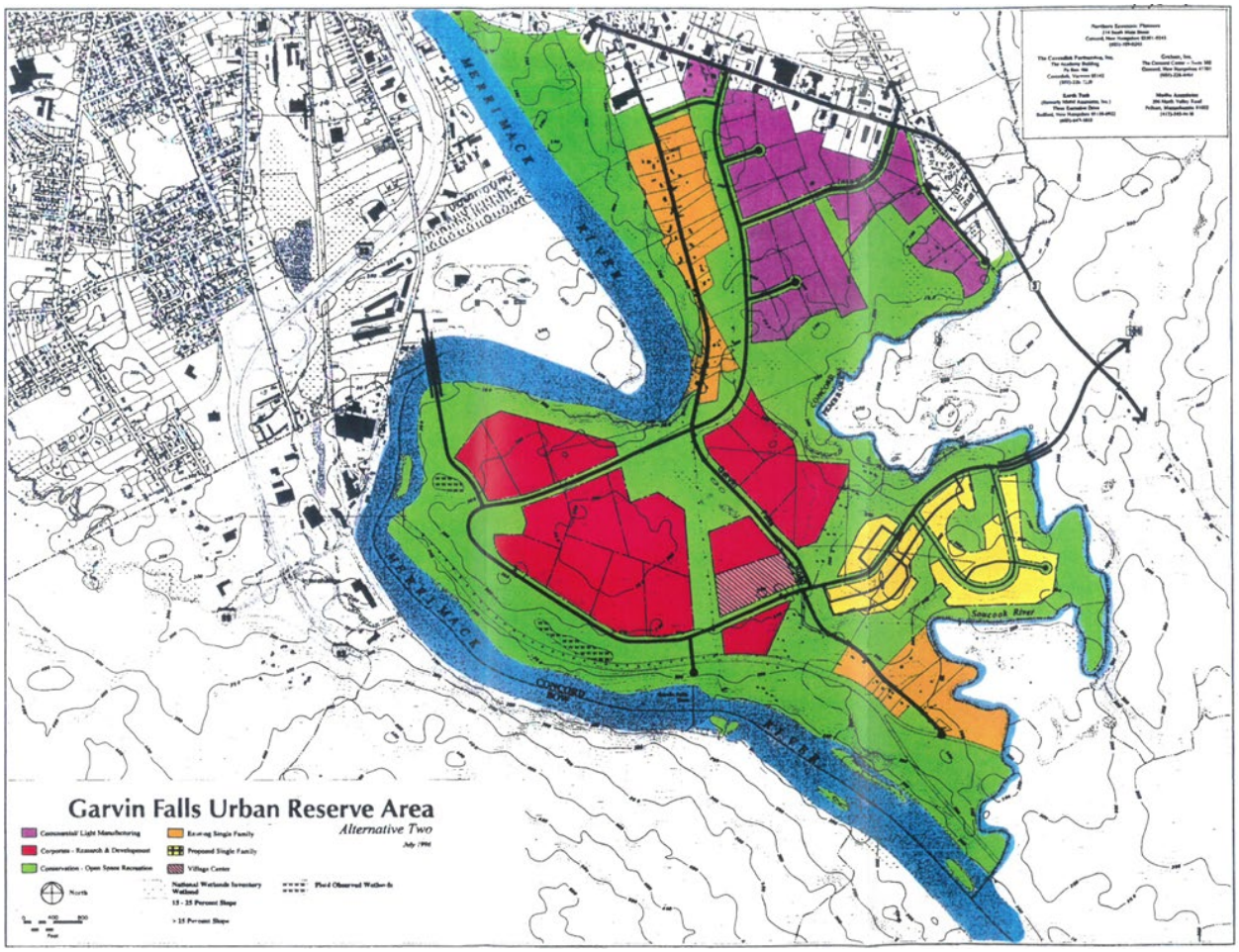
a. Section 15.04(6) *Topography*. The applicant has provided a separate grading and drainage sheet as part of the plan set.
b. Section 15.04(10) *Buildings and Structures*, to not require exterior dimensions of existing buildings on the site that are outside of the project area.
c. Section 15.04(13) *Municipal Sewer*, the applicant has provided a separate utility sheet as part of the plan set.
d. Section 15.04(14) *Drainage and Erosion Control*, the applicant has provided a separate erosion control plan as part of the plan set.
e. Section 15.04(15) *Landscaping*, the applicant has provided a separate landscaping sheet as part of the plan set.
f. Section 15.04(17) *Municipal Water Supply*, the applicant has provided a separate utility plan sheet as part of the plan set.
g. Section 15.04(24) *Solid Waste Facilities*, to not provide the type and location of existing solid waste disposal facilities, outside of the project area, on the site plan.
h. Section 15.04(26) *Lighting,* the applicant has provided a separate lighting sheet as part of the plan set.

2.7 Staff notes that this project is located in the area studied in 1996 as part of the Garvins Falls Urban Reserve Development Feasibility Study. This study expands upon the information relative to the area (the portion of the city between the rear lot lines of those properties located on the south side of Manchester Street and the Soucook and Merrimack Rivers). This approximately 1,000-acre area was identified in the prior Master Plan as an "urban reserve," where the City formulated how and when the area should be developed understanding the long-term nature of the accessibility and ownership characteristics of the area (primarily owned by Eversource).

The study included a vision for development of the area, a summary of the environmental conditions at the site, traffic analysis and design issues, water and sewer capacity evaluations, and other long-term planning analysis. Zoning in this urban reserve has been tailored over the years

to accommodate the vision contemplated in the study and subsequent Master Plan efforts (Concord Master Plan 2030, adopted in 2008).

This study estimates between 12,000 to 15,000 jobs in the developable portion of the Garvins Falls Urban Reserve study area. To accommodate this future development, the study proposed a roadway network to serve the development area. As property has developed in the Manchester Street corridor, the City is desirous of obtaining property rights, through easements or other agreements, to accommodate the future roadway network to serve the Garvins Falls Urban Reserve area (see below).



Staff understands that previous development of this property for the Key Collision Center resulted in a portion of the property being placed under a conservation restriction (as required by NHDES as part of the AOT permitting). City staff proposes to work with the applicant through this current application to see if there is a way to provide for the future access to the Reserve area and requests that the Planning Board include provisions for this as part of any conditions of approval associated with the project.

2.8 Staff notes that building signage has been shown on the architectural drawings of this application, but does not provide a complete description, including colors, dimensioning, and lighting. The applicant may provide additional details required to review the site signage, including a master sign plan and receive that review as part of the site plans architectural design review approval,

otherwise, a separate architectural design review application and approval will be required at the time of the sign permit submissions.

2.9 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.

2.10 The General Services Division reviewed the application and commented if consideration has been given to locating the utility room on the north side of the building? This would help avoid potential utility conflicts where the sewer and water lines cross.

2.11 The Fire Department reviewed the application and had no general comments. Please see Section 3 of this report for compliance comments provided by the Fire Department.

2.12 The Assessing Department reviewed the application commented that the 11.08 acres are currently a 3-unit land condominium, of which .75 acres are common area (MBL 781/ Z 12/ 3). The proposed improvements appear to cross the existing unit boundaries and could pose future challenges for Assessing if the condo docs are not rescinded and property is reestablished as a single parcel of record.

2.13 The Engineering Services Division general comments are noted in the attached 11-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated February 13, 2026.

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 Section 12.02(1)(a) requires the title block of all plans to include the title of the plan. Specifically, the title of the civil plan set is "Proposed 4-Story Hotel" and the title of the architectural plans appear to be "Staybridge / HIX – Concord". The title of the project needs to be consistent throughout all plan sets and shall be revised accordingly.

3.2 Section 12.02(1)(b) requires the title block of all plans to include the name and address of the owner and applicant. Specifically, the address of the owner is missing from the civil plan title block and needs to be added. The name of owner and address needs to be added to the architectural plan title block.

3.3 Section 12.02(1)(c) requires the title block of all plans to include the date the plan was prepared and date of subsequent revisions. Specifically, the architectural plans provide for subsequent revision dates in the title block, but does not provide the date the plan was prepared and needs to be added.

3.4 Section 12.02(1)(d) requires the title block of all plans to include the name, address, and seal of the licensed professionals who prepared the plan. Specifically, this information is missing from the architectural plans title block and needs to be provided.

3.5 Section 12.02(3) *North Arrow and Bar Scale* requires on all plans, other than detail drawings, a north arrow and bar scale to be provided. Specifically, a north arrow and bar scale is missing from the architectural drawings and shall be provided.

3.6 Section 12.03(4) requires architectural elevations shall be signed or sealed by a New Hampshire Licensed Architect, or a New Hampshire Licensed Professional Engineer, as allowed by the State

of New Hampshire professional licensing boards. Specifically, this signature and seal is missing from the architectural plans and shall be provided.

3.7 Section 13.01(6) *State and Federal Permits* requires a copy of any application made to a State or Federal agency required for the approval of this site plan. Specifically, the cover sheet indicates that a NHDES Sewer Connection and Alteration of Terrain permit will be required and copies of those applications shall be provided to Planning Staff.

3.8 Section 15.02(5) *Easements and Restrictions* requires each site plan shall contain notations of all easements, covenants, self-imposed restrictions and any other restrictions or notations required by the Board. Specifically, the restrictions and easements noted on the existing conditions plan shall also be noted on Sheet C-05 *Site Layout Plan*.

3.9 Section 15.02(5) *Addresses* requires the address of each existing and proposed building or use shall be noted on the site plan as approved by the City Engineer, as well as addresses for abutting properties. Specifically, the property address of abutting properties needs to be added to the site plan, and once approved by the City Engineer, the property or building address for each existing and proposed building on site shall be added to the site plan.

3.10 Section 15.03(10) *Municipal Utilities* requires on the existing conditions sheet the location, size, material and type of municipal utilities currently serving the site. Specifically, the existing conditions plan shows the location and type, but does not provide the size or material of municipal utilities currently serving the site and shall be added.

3.11 Section 15.03(17) *Solid Waste and Outside Storage* requires on the existing conditions sheet the type and location of existing solid waste disposal facilities. Specifically, this information is not clearly identified on the existing conditions sheet and shall be revised accordingly.

3.12 Section 15.03(22) *Abutting Properties* requires on the existing conditions sheet existing properties including intersecting property lines, buildings, wells, and septic systems, owners name and address, property address, and Tax Assessors Map-Block-Lot number. Specifically, the property address for abutters is not provided on the existing conditions sheet and shall be added.

3.13 Section 15.04(4) *Proposed Use* requires each site plan shall clearly identify each existing and proposed use planned for the site. Specifically, on the site plan, the existing building is identified as “existing building” and shall be revised to include the use. Such as “Existing automotive repair building”.

3.14 Section 15.04(5) *Addresses* requires on the site plan, the address of each existing and proposed building and unit noted on the plan. Specifically, once addressing has been verified by the City Engineer, the property address shall be added to both buildings on the site plan.

3.15 Section 15.04(11) *Parking, Loading, and Access* requires on the site plan 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. Specifically, the site plan does not show all of the parking lots, and other areas on the site outside of the proposed project limits. This information needs to be provided on the plan set and can be included as part of the site plan. Alternatively, a separate site plan overview sheet could be included in the plan set showing the full site and this required information.

3.16 Section 15.04(12) *Easements and Rights-of-way* requires on the site plan the location, width, and purpose of existing and proposed easements for road rights-of-ways, utilities, drainage, slope, open space or conservation easements and any other easement as required. The easements to be shown include both public and private easements. The dimensions and bearings shall be shown

for the boundaries of all easement areas where available. Specifically, this information is either missing, not fully noted on the site plan, or not noted at all on the site plan and shall be added. Alternatively, a separate site plan overview sheet could be included in the plan set showing this required information and then only include the information on the site plan for areas within the project limits.

3.17 Section 15.04(21) *Signs* requires on the site plan, the location and size of existing and proposed ground signs be provided. Specifically, the site plan does not propose any new ground signs, nor does it show the existing ground sign on in front of Manchester Street. At a minimum, the existing ground sign needs to be shown on the site plan. However, if that sign is to be removed and replaced with new signage staff recommends that the applicant show that information on the site plan so that it may receive review and approval by the Planning Board.

3.18 Section 15.04(24) *Solid Waste Facilities* requires on the site plan to provide the type, location, dimensions, setbacks, type of screening and construction details of the proposed solid waste facilities. Specifically, the type of enclosure shall be noted in the proposed dumpster callout. Please note, only solid and opaque enclosures are permitted. The dumpster enclosure detail on Sheet C-15 appears to show a chain link fence. Chain link fences are not considered solid and opaque and do not satisfy the City's dumpster screening requirements.

3.19 Section 15.04(28)(l) requires on the site plan calculations of required parking and loading areas, including handicapped and compact spaces. Specifically, the parking calculations on the site plan only calculate the required parking for the site's hotel use. However, the site also has the existing automotive repair use which will remain and calculations for that use need to also be provided and accounted for. Additionally, there are no calculations for required loading areas required by Section 28-7-13 *Off-Street Loading Requirements* of the Zoning Ordinance. The applicant shall provide this tabulation on the site plan and show the required loading spaces on the site plan.

3.20 Section 16.02(22) *Construction Details* requires construction details shall be provided for all utilities, driveways and parking areas, pavement markings, sidewalks and patios, drainage facilities and structures, informational, regulatory and directional signage, outdoor recreation facilities, common mailboxes, street furniture, solid waste receptacles, buffer walls and fences, retaining walls, landscaping, and site lighting. Unless specifically waived by the Planning Board, construction details shall be provided which conform to the City of Concord Construction Standards and Details. Specifically, the following construction details shall be addressed:

a. There does not appear to construction details provided for sidewalk. Including sidewalk with and without integral concrete curb as proposed. These details shall be added, including a specific reference that the sidewalks shall be 5-feet wide, exclusive of curbing. Staff also recommends Note 2 on the site plan be revised to clearly state that all sidewalks will be 5-feet wide, exclusive of curbing to prevent confusion during construction.

b. Will directional signage be included as part of the sites master plan? If so, those sign details shall be included as part of the site plan.

c. The dumpster enclosure detail proposes a chain link fence. Chain link fence, even with privacy slats installed, does not meet the enclosure requirements of being solid and opaque. Revise the detail to provide an enclosure material that meets these requirements.

d. Pavement marking details, that meet or exceed the requirements of the City's Construction Standards and Details shall be provided.

e. The provided vertical granite curb detail proposes the stone to be bed in concrete. The City of Concord requires 304.3 gravel bedding for curbing. Revise the detail to be compliant with the City of Concord Construction Standards and Details.

3.21 Section 16.03(5) *Windows, Doors, and Roofs* requires the architectural plans to provide the type and pitch of roofs shall be noted on the elevations. The size and spacing of all windows and door openings shall be noted on the elevations. Specifically, the type and pitch of roof shall be noted on the elevation plan and the size and spacing of windows and doors shall be noted on the architectural elevations.

3.22 Section 16.03(7) *Colors and Materials* requires on the architectural plans the proposed colors and materials to be used for all siding, roofs, foundations, trim, doors, windows, mechanical equipment, and all other appurtenant features shall be noted on the architectural elevations. Specifically, while some basic material information is noted on the elevations for some features, there may not be enough information provided for an architectural design review. Additional window and door information is necessary, as well as colors should be noted on the architectural elevations.

3.23 Section 16.03(9) *Colored Rendering* requires on the architectural plans a colored rendering of each elevation shall be provided at a scale suitable for public display before the Architectural Design Review Committee and the Planning Board. The colored rendering shall accurately show the proposed colors and shall portray any proposed landscaping at the time of initial planting and as expected five (5) years after planting. Specifically, a single rendering perspective has been included with the architectural plans showing only 2 elevations and is exclusively just the building. Additional renderings shall be added to allow for a complete architectural design review.

3.24 Section 16.03(11) Signs requires the location, size and placement of affixed and free-standing signage shall be noted on the site plan and the building elevations. It is recommended that the colors and copy of signs to be affixed to the buildings be shown on the architectural elevations. It is also recommended that a separate drawing be submitted showing the size, height, colors and copy of any proposed free-standing signs. 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. Specifically, staff notes that some building signage is shown on the architectural plans, but the information required for review of the building and site signage is insufficient for review.

Site Plan Regulations Compliance:

3.25 The General Services division reviewed the application and had no compliance comments. See Section 2 of this report for general comments provided by the General Services Division.

3.26 The Assessing Department and General Services Division had no compliance comments.

3.27 The Fire Department reviewed the application and provided the following compliance comments:

a. Fire hydrant(s) not shown on plan - At least one fire hydrant will be required - NFPA 1 2021 edition Chapter 18 Section 5

b. Vehicular access and circulation not shown on plan.

c. Will the 8" main shown on the plan have sufficient volume and pressure for the addition of the hotel - NFPA 1 2021 edition Chapter 18 Section 4

d. Sprinkler suppression system with standpipes will be required.

e. Fire alarm system will be required.

f. Elevator will require to meet EMS size as outlined in IBC 2021 edition Chapter 30.

g. Elevator door cannot open in an egress corridor

3.28 The Engineering Services Division compliance comments are noted in the attached 11-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated February 13, 2026.

3.29 Per Section 32 *Traffic Impacts and Traffic Studies*, a peer review of the applicants traffic study has been conducted by Vanasse Hangen Brustlin, Inc (VHB). The applicant shall revise their traffic study and site plan for compliance with the Site Plan Regulations and Construction Standards and Details as noted in the attached 8-page letter from VHB to Alec Bass, dated February 10, 2026.

3.30 Other than the compliance comments listed above, the application submittal has only been reviewed for items specific to the determination of completeness for the Planning Board, which included Sections 12, 13, 15, and 16 of the Site Plan Regulations. Prior to the public hearing, a complete analysis and staff review of the application will be conducted and provided for the Planning Board.

4. Variances:

4.1 No variances are requested.

5. Waivers:

5.1 The applicant requests a waiver from the following section of the Site Plan Regulations:

a. Section 15.03(4) *Soils*, to not provide identification and classification using the USDA Natural Resource Conservation Service system.

b. Section 15.03(5) *Natural Features*, to not provide natural features for the complete site parcel, specifically in the rear of the property subject to conservation restrictions.

c. Section 18.17 *Tree Plantings*, to not require 1 tree planted for each 1,000 square-feet and instead allow 1 tree per 2,000 square-feet of proposed parking area as required by Section 28-7-10(d) Landscape Material Standards of the Zoning Ordinance.

d. Section 18.19 *Curbing and Guardrails*, to allow the use of concrete curbing where a sidewalk abuts a parking area. The rest of the site will utilize granite curbing.

6. Conditional Use Permits:

6.1 No conditional use permits are required for this application.

7. Architectural Design Review:

7.1 If the Planning Board determines the application complete at their February 18, 2026 meeting, the applicant would be scheduled to appear before the Architectural Design Review Committee for a reccomondation on architectural design review on Tuesday, March 3, 2026 at 8:30am.

8. Conservation Commission:

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

9. Recommendation:

9.1 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**
- **Set the public hearing for the date certain of the March 18, 2026 Planning Board meeting.**

The Board will have 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 February 18, 2026, and end on **April 24, 2026**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline **(April 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.

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: February 13, 2026

SUBJECT: 4-Story Hotel- Major Site Plan and waivers- Engineering Review
94-98 Manchester Street; Map 781Z, Lots 12, 12-1, 12-2, and 12-3; City Project 2026-005

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

- Project Description by TFMoran, dated January 21, 2026
- Drainage Analysis Report by TFMoran, dated January 21, 2026
- Traffic Impact and Access Study by TFMoran, dated November 14, 2025
- Waiver Requests by TFMoran, dated January 21, 2026
- Proposed 4-Story Hotel Plans by TFMoran, dated January 21, 2026

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1. **General Comments**

    a. Place addresses on the proposed and existing building, and on the existing lot, pursuant to CSPR 16.02(7).

    b. Ensure any easements and restrictions are shown in the site plans, pursuant to CSPR 15.02(5).

    c. Submit State and Federal permits, pursuant to CSPR 24.09.

    d. Provide a NH Sewer Connection Permit and also submit an approved Sewer Connection Permit for the existing building. Include calculations for both permits. Provide the average daily sewer flow for both the existing and proposed building.

e. The capacity of the sewer and water system on Manchester St will need to be analyzed for adequacy considering this project and others proposed downstream on Manchester St. The applicant may be required to fund these studies as outlined in Section 31 of the Site Plan Regulations.

f. Please include a road profile of the main access drive showing existing and proposed utilities.

g. The title block on the cover sheet has the site address as 94-98 Manchester Street. The proposed hotel will use the address of 94 Manchester Street, not 94-98 Manchester Street. Please revise the title block on all affected sheets.

2. Waiver Requests-

a. In Waiver Request 4, address CSPR 36.08(2, 3, and 5).

3. Traffic Study

a. Please refer to the peer review comments from the City's consultant, VHB. The City has not had sufficient time to review these comments and reserves the right to further comment on the traffic study and related traffic items.

4. Drainage Report

a. On D-02, please show the location of test pits, and include the test-pit information and their infiltration rates in a table.

b. On Sheet D-01, show the basins ES-01A, B, and C that are shown on the HydroCAD, Pre-Development Routing Diagram. Only basin ES-01 is shown tributary to POI-1 on Sheet D-01 currently.

c. On Sheet D-01, show which direction the flows from the existing building and south are flowing. A roof drain is shown on the east corner of the existing building, but the flows from this building appear to flow to the west. Please show the correct flow direction. Please also correct the direction of the north arrow.

d. On Sheet D-01, design point CB-1021 is shown connected to two different storm systems; it appears to flow to design point CB-1020 and to design point CB-1022. Please analyze the flows from CB-1021 to determine which system design point CB-1021 flows.

e. On Sheet D-02, define the POI 1-3 basins with different colors and put them on this sheet's legend.

f. On Sheets D-01 and D-02, please place a point of interest where CB-1022 connects to the existing drainage line in Manchester Street, at the proposed intersection. It appears POI-1 doesn't account for these flows.

g. Turn on the existing line that discharges near basin PS-22.

h. Show how the roof drain from the Proposed 4-Story Hotel connects to the storm system.

i. Include a HydroCAD, Post-Development Routing Diagram that includes the entire site.

j. Revise the year of the drainage report.

k. On Sheet D-02, at pond PD-01, show the 10'x10' weir specified in the 10-year, post-development HydroCAD calculations. Since PD-01 is downstream from the outlet control structure OCS-01, which releases the 100-year storm, ensure PD-01 is designed for the 100-year flow.

l. In Table 2, the pre-development flows are lower than the post development flows in several storm year for several Points of Interest. While Section 6.2 mentions all the regulations are met, post-development flows need to be equal to or less than pre-development flows. Please revise the drainage design so the post-development flows are lower, pursuant to CSPR 22.07(3). Since the site is infiltrating all of the site's drainage and no flow is leaving the site, shouldn't the post-development flows be zero?

m. In Table 3, only the 2-year event was modeled for volume. Please model the 10-year volume of discharge for each point of interest, pursuant to CSPR 22.07(3).

n. In Section 5.0, Warning 80 is addressed. This warning appears to be caused by surcharging of the pipe. Please ensure this warning is eliminated.

o. While a portion of the calculations for the post-development flows were provided for the 10-year event, all the pre- and post-development flows for the 2-, 10-, 25-, and 100-year events are need. Please provide these calculations, pursuant to CSPR 22.07(3).

p. On Sheet D-02, it appears pond PD-01 is outside of the drainage basins. Please include it in the drainage basin area.

5. Existing Conditions Plan (Sheet S-1)

a. Label existing storm and sewer manholes with the City of Concord GIS numbering system. Proposed manholes can also be assigned numbers at that

time. Please contact Amy Ouellette, GIS Analyst at aouellette@concordnh.gov for this information.

b. Within the plan view, please identify each individual parcel with the Map and Lot number, instead of all of the Map and Lot numbers being labeled in Unit 1. Unit 1 is Map 781Z, Lot 12; Unit 2 is Map 781Z, Lot 12-2; Unit 3 is Map 781Z, Lot 12-1; and the Common Area is Map 781Z, Lot 12-3.

c. Within the plan view, please label each individual address. Unit 1 is 96 Manchester Street; Unit 2 is 94 Manchester Street; Unit 3 is 98 Manchester Street.

d. Please include the Map and Lot and ownership information for the parcel across the street from the subject parcel: Map 781Z, Lot 11.

e. Regarding Easement Note 3 and the Highway Right-of-Way Easement to the City, the surveyor may wish to include the Proposed Right-of-Way Plan that is referenced in the deed, Book 3099, Page 659, and filed in the records of the City's Community Development Department.

6. Site Prep & Demo Plan (Sheet C-04)

a. Show disposition of exist SMH 1024.

b. Within the plan view, please label the existing building as 96 Manchester St.

7. Site Layout Plan (Sheet C-05)

a. Show a stop sign at the stop bar.

b. Show the existing drive across Manchester Street and ensure they align to accommodate existing and proposed turning movements.

c. Typically, granite curbing would be proposed in front of the proposed building's parking lot per the City's Construction Standards. A waiver has been requested to use concrete curbing.

d. Will signs be posted at the northerly handicap parking spaces in front of the building as shown on the south spaces? Please clarify.

e. Show a detail with dimensions of the Stamped Concrete building entrance.

f. Add a detail/chart/table of all the site signs.

g. Provide a pavement-section detail of the access drive and parking lot.

h. Near the existing building, show the limits of proposed pavement and curbing.

i. Lighten the existing curbing and concrete around the existing building. It's currently hard to differentiate the proposed curbing and concrete from existing. Also, the proposed concrete looks like the proposed gravel hatching on the legend. Please ensure the concrete hatching is used in plan view.

j. Included CCSD Detail D-8 on the detail sheets.

k. Remove the sidewalk in Manchester Street up to the ROW line. Provide a fee-in-lieu-of-sidewalk cost estimate for future construction of the sidewalk and granite curbing in the ROW of Manchester Street.

l. Dimension the drive lanes near the intersection with Manchester Street, pursuant to CSPR 18.10.

m. The front yard setback dimension is unclear as it is blocked by overlapping text.

n. The guy wire for utility pole CE CO 57 should be discussed with the pole owner. Show the guy wire's disposition.

o. Within the plan view, please label the existing building as 96 Manchester Street and the proposed hotel as 94 Manchester Street. This comment applies to several other sheets in the plan set.

p. Are the crosswalks across the main drive and parking lot necessary? They do not appear to serve much purpose.

8. Grading and Drainage Plan (Sheet C-06)

a. Turn off the turn lane striping.

b. The landscaped grades north of the proposed building look steeper than 3:1. Please put a slope grade in this area and similar areas, and show a rip-rap slope and a rip-rap detail if the grades are steeper than 3:1.

c. Put spot grades and slopes along the sidewalk, pursuant to CSPR 21.05(3).

d. Change the catch basin shown at the intersection with Manchester Street to a manhole, and place a proposed catch basin at the curb return approximately 20' east.

e. Within the title block, please change the Tilton, NH information to the 94 Manchester Street information.

9. Utility Plan (Sheet C-07)

a. Turn on existing rim and invert information, and the existing waterline in Manchester Street, pursuant to CSPR 15.04(13 and 17).

b. Turn off the proposed lane striping.

c. The utility pole on the northeast corner of the access drive intersection with Manchester Street calls out "Utility Pole to be Relocated." Please relocate the pole as shown on the *Manchester Street Improvements*, General Plan 3, Sheet 20, by Hoyle Tanner and Associates, dated May 2020.

d. Change the slope on the 8" sewer line between SMH-02 and ESMH #1007 from 0.4% to 0.6%, pursuant to CCSD Detail SD-7. Put Detail SD-7 on a detail sheet.

e. Please show the outlet structure for the Stormtech 1 infiltration chamber.

f. Label the size and material of the onsite, existing water line. According to the Concord GIS, it's a 6" CLDI.

g. The linetype for the UGE line located to the east of Stormtech 1 and entering on the south side of the proposed building appears to be different from similar UGE lines. Is it a different type?

h. Increase the size of the existing 6" water line running from its connection point in Manchester Street to the proposed fire hydrant southeast of the proposed building, from 6" to 8", pursuant to CCSD Section 5(3)(C)(5). Place a 6"x8" reducer after the water line passes the fire hydrant.

i. The drainage line linetype in the legend does not match the line on plan view. Please revise to match.

j. Use a lighter existing linetype for the existing 8" sewer line from SMH 1027 to SMH-03, and from ESMH 1007 to ESMH 1004. It currently looks like a proposed line.

k. Show the equalizer pipes between the two Stormtech 2 chambers.

l. Move the proposed 8" sanitary line located under the south side of the Stormtech 1 chamber, a distance of 5' from the chamber, for construction purposes.

m. Move the two UGE lines located under the west side of western Stormtech 2 chamber, a distance 5' from the chamber for construction purposes.

n. Move the transformer text hidden by the drawing title block.

o. Clarify the note: "Proposed electric from existing transformer, proposed transformer (contractor to do)" located on the southwest corner of the proposed building, so the text leaders clearly show the intent of the work.

p. Change the 6"x2" reducer for the domestic water line south of the building to a 2" corporation. Show the location of the 6"x4" reducer on the fire service line.

q. Has water and sewer service connections to the north side of the proposed building been considered? It may simplify the design and construction.

10. Utility Profile- Sewer (Sheet C-08)

a. Change ESMH #1007 to #6576 to correspond to the City of Concord GIS numbering system.

b. Move the callout for SMH-03 from under the text to read better.

c. On the profile, show the proposed 8" pipe material and revise the 0.4% slope to 0.6% on the profile.

d. Label the existing water line crossing between SMH-03 and SMH-04 as 6".

e. Provide storm drain profiles, pursuant to CSPR 16.02(14)(b).

11. Lighting Plan (Sheet C-09)

a. Show on this sheet the proposed UGE line located west of the proposed building on the Utility Plan.

12. Landscape Plan (Sheet C-10)

a. Turn on the utilities and ensure no trees are planted within 10' of an existing or proposed underground utility, pursuant to CSPR 27.06(5).

13. Landscape Details (Sheet C-11)

a. In the Deciduous Tree Planting Detail, add note 7 and the note "See Crown Observation Details L-7 and L-8 as applicable," from CCSD Detail L-1. Add CCSD Details L-7 and L-8.

b. In the Evergreen Planting Detail, add note 5 and the note "See Crown Observation Details L-7 and L-8 as applicable," from CCSD Detail L-3.

c. In the Shrub Planting Detail, add note 5 from and note "See Root Observation Detail L-9," from CCSD Detail L-4. Add CCSD Detail L-9.

14. Erosion Control Plan (Sheet C-12)

a. Show the symbol used for the catch-basin inlet-protection detail in the Legend on Sheet C-01.

b. Move the silt-sock line to the bottom of the contour lines throughout the sheet.

15. Erosion Control Notes (Sheet C-13)

a. Add notes CSPR 27.09(2,3, and 5) to the Erosion and Sediment Controls and Stabilization Practices Section.

b. Add information about Sediment Traps and Filtrex Filtersoxx Staking, as shown in the details on Sheet C-14, to the Installation, Maintenance, and Inspection of Erosion and Sediment Controls (B) Section, this sheet.

16. Details (Sheet C-14)

a. Show callouts for the Sediment Trap and Filtrexx Filtersoxx Staking Details, on plan view, or remove the details from this sheet. Also show the symbols for these details on the Legend on Sheet C-01.

b. On the Stabilized Construction Entrance Detail, add notes 6-8 from CCSD Detail E-1. Also from Detail E-1, add to the mountable berm shown, a slope of 5:1 along the side slope.

c. Replace the Vertical Granite Curb Detail with CCSD Detail C-1 and the Stop Bar Detail with CCSD Detail M-3.

17. Details (Sheet C-15)

a. Add a concrete sidewalk detail, pursuant to CCSD Section 3(2)(D). It is noted that a waiver is being requested for the use of integrated concrete curb.

b. Replace the Sign Post Detail with CCSD Detail M-1 and the Water Trench Detail with CCSD Details W-1 and R-15.

c. Add CCSD Details CR-1, CR-2, CR-10, and CR-13.

18. Details (Sheet C-15- with Stormtech details)

a. Revise the Sheet number to C-16.

19. Details (Sheet C-15- Stormtech outlet detail)

a. On the Stormtech Outlet Structure Detail, remove the mortar around the pipes with boots and a note stating "Boots are required on 5" walled structures for pipes < or equal to 30" diameter," pursuant to CCSD Detail SD-2.

b. Revise the sheet number to Sheet C-17.

20. Details (Sheet C-15- site details)

a. In the Frame and Grate Detail, move the text behind General Notes 2.1.

b. Remove the Electric/Communications Conduit Detail since there is one on Sheet C-14.

c. Remove the Sewer Trench with Insulation Detail and replace it with CCSD Detail SM-1. Add the insulation information required, such as the information in CCSD Section 4(3)(23) and 6(3)(F)(3), to Detail SM-1.

d. In the Concrete Dumpster Pad Detail, replace the callout "#4 at 12" MEW" with "6"x6" W2.9xW2.9 welded wire mesh reinforcement," pursuant to CCSD Detail M-9.

e. Replace the Light Pole Detail with CCSD Detail M-13.

f. Replace the plan view of the Dumpster Enclosure Detail with CCSD Detail M-9.

g. In the Drainage or Sewer Clean Out Detail, remove the "Drainage or" in the title, and "or Drainage Plans" and "Drainage Main Line" in the callouts, and add CCSD Detail SD-12. Replace the 3' Min. Cover with 4' Min. Cover, and the "6" PVC Threaded End and Cover" with "Cast Iron Frame and Cover," pursuant to CCSD Section 4(3)(23).

h. Revise the sheet number to Sheet C-18.

21. Details (Sheet C-19)

a. In the Typical Section Detail, remove the steps and replace the 6" bedding with 8" bedding, pursuant to CCSD Detail SD-2. Revise Note 8 to state steps are prohibited in the City of Concord.

22. Details (Sheet C-20)

a. In the Typical Cross Section Detail revise the rigid Styrofoam note to incorporate the information in CCSD Sections 4(3)(23) and 6(3)(F)(3).

b. Remove the Chimney Detail, pursuant to CCSD Section 4(2).

c. Earth Construction and Ledge Construction Details - revise both details, add a note stating "Roadway Reconstruction Shall be in accordance with Standard R-15," pursuant to CCSD Detail SM-1. Add CCSD Detail R-15.

State/Federal Permits

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

NHDES Infiltration to Groundwater

NHDES Sewer Connection

EPA NOI to Construct

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. The following permit(s) will need to be obtained from the Engineering Services Division:
   - Excavation, Utility-Connection (Water and Sewer)
   - 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

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.

02/10/2026

Ref: R168998.000

Alec Bass
Assistant City Planner
City of Concord
41 Green Street
Concord, New Hampshire 03301

Re: Peer Review of the Traffic Study
Proposed Hotel, 94 Manchester Street, Concord, New Hampshire

Dear Alec:

VHB/Vanasse Hangen Brustlin, Inc. (VHB) has performed a technical peer review of the Traffic Impact and Access Study (TIAS) for the Proposed Hotel to be located at 94 Manchester Street in Concord, New Hampshire (the "Project").

The Project consists of the development of a 4-story, 116-room business hotel. The existing Site is occupied by Key Collision of Concord, a collision repair and auto body shop. The existing driveway onto Manchester Street will be reconfigured to accommodate vehicular traffic for both the proposed hotel and the existing Key Collision building. The site plans indicate that 128 parking spaces will be provided to support the proposed hotel. As part of this review effort, VHB reviewed the following documents:

- **Traffic Impact and Access Study "Proposed Hotel";** dated November 14, 2025, and prepared by TFMoran (TFM)
- **Proposed 4-Story Hotel 94-98 Manchester Street, Concord, New Hampshire Site Development Plans**; dated January 21, 2026, and prepared by TFMoran (TFM)

For the purposes of this review, VHB does not offer commentary on the site plan; the focus of this review is exclusively on the engineering and technical merits of the traffic study submitted in support of the Proponent's application.

Review of Transportation Information

In general, the traffic study has been prepared in a professional manner that is generally consistent with standard engineering practices. As part of this effort, VHB has conducted a detailed, point-by-point evaluation of the study and its supporting documentation. VHB is generally in agreement with the TIAS methodology, the selection of the study area, data collection approach, growth assumptions, and the conclusion that the Project is not expected to have a significant negative impact on operations along Manchester Street itself.

VHB has identified additional informational needs that the Applicant's engineer should be prepared to address and respond to. The specific areas where additional information would be helpful to complete the review of the Project focus on four general areas:

- **Trip Generation**: Providing justification for the change in ITE land use code from scoping to the TIAS.
- **Circulation and Access**: Refining driveway and internal circulation analysis, especially with regard to delay, queuing, and potential gridlock.

- **Sight Distance**: Documenting and confirming adequate sight distance, both internal to the Site and at the Shared Site Driveway.
- **Emergency Vehicle Access**: Confirming emergency vehicles can safely maneuver into and through the Site.

The following provides more specific information on VHB's review of the traffic study and site plans as they relate to transportation areas of focus.

Traffic Study Review

The following comments are provided to the City for their consideration as they relate to the Applicant's Traffic Study. This evaluation follows the headings of each of the subjects and sections in the Study for clarity. VHB offers technical comments after each section and, if additional information is needed or requested, the comment may also include **bold text** stating why and what information would be helpful to the City.

Site Plan Regulations

Section 32.01: Thresholds of the City's Site Plan Regulations[1] requires that a traffic study shall be prepared and submitted to City officials when a land development project is projected to generate more than 200 vehicles per day and/or 20 vehicles per hour. As presented in the Appendix A: Trip-Generation, the proposed redevelopment project is projected to exceed these thresholds (488 new daily vehicle trips, and 36-53 new peak hour vehicle trips). Therefore, the Applicant prepared and submitted the November 2025 Traffic Impact and Access Study.

Section 32.07: Project Scoping Session of the City's Site Plan Regulations requires that the Applicant participate in a project scoping session with City officials to define the parameters of the traffic study. A Traffic Scoping Meeting with City staff and consultants was held in September 2024, and the scoping notes were included in the TIAS.

Introduction, Project Description, and Study Methodology

As noted in the Study, the Project consists of the proposed 116-room business hotel in Concord, NH. The Site currently contains the Key Collision of Concord auto body shop, which will remain in the future. The existing Site Driveway onto Manchester Street will be reconfigured to provide access for both the hotel and auto body shop. The proposed development will provide 128 parking spaces to support the hotel.

The Applicant's engineer noted that based on the analysis in the Study, the proposed development is not expected to have a significant impact on the safety and operations of the area roadways and intersections. The Study was conducted in three steps: an analysis of existing traffic conditions within the study area, the establishment of future conditions, and the analysis of traffic operations, safety, and potential impacts of the proposed Project site.

> *Comment 1: VHB generally agrees with the Traffic Impact Study Methodology and process. VHB concurs that the Study was done in a professional manner and is consistent with City of Concord guidelines.*

Study Area Intersections

The study area that was evaluated for the Project consisted of the intersection/driveway of:

- Manchester Street at Proposed Shared Site Driveway / Volvo Driveway

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[1] City of Concord, New Hampshire. Site Plan Regulations. 17 May 2019.

Comment 2: This study area is generally sufficient to evaluate the potential impact of the Project on the transportation infrastructure based on the expected trip-distribution pattern for the Project.

Existing Conditions

Roadway Network, Signalized Intersections, and Unsignalized Intersections

The Study provides descriptions of the Project roadway of Manchester Street, providing information about roadway jurisdiction, geometry, pedestrian accommodations, speed limit, lighting, and land use. Study area intersection descriptions are also provided for all the study area intersection including information about control, signage and lane geometry.

Comment 3: VHB found the roadway and intersection descriptions to be accurate and sufficient to meet the needs of a field survey of existing conditions as per Section 32.08.6. VHB verified intersection descriptions and geometry and found them to be accurate. No documented bicycle facilities were noted in the traffic study.

Existing Traffic Volumes and Seasonal Variation

Traffic volume data was collected at the study area intersection by means of Turning Movement Counts (TMCs) in October 2024. TMCs at the intersections were conducted on Tuesday October 8, 2024, during the weekday morning and evening peak periods, and on Saturday, October 5th during the midday peak period. Consistent with NHDOT guidelines, NHDOT Seasonal Adjustment Factors were reviewed, and peak hour traffic volumes were increased to reflect peak month conditions.

Comment 4: The data collection effort and establishment of the seasonal adjustment were completed in accordance with standard Traffic Engineering and Transportation Planning practices, and we are in general agreement that the resulting data provides a reasonable basis from which to assess the potential impact of the Project on the transportation infrastructure.

Public Transportation

The TIAS does not note any public transit conditions or routes; based on our review, there appear to be no Concord Area Transit (CAT) routes within the vicinity of the Site.

Future Conditions

Future Roadway Improvements, Background Traffic Growth, and No Build Traffic Volumes

Traffic volumes within the study area were projected to 2026 and 2036, reflecting 1-year and 11-year horizons and consistent with NHDOT guidelines. The future condition traffic volume projections were developed by: i) applying a background traffic growth rate to the 2024 Baseline traffic volumes; and ii) adding traffic associated with specific development projects by others that may increase traffic volumes within the study area beyond that accounted for by the background traffic growth rate.

The Applicant's engineer reviewed planned area developments to determine if there were any specific development projects by others that would result in an increase in traffic volumes within the study area that would exceed the background traffic growth rate. Based on these findings, the Applicant's engineer incorporated traffic volumes

associated with several specific development projects by others into the future condition traffic volume projections, including the following:

› Black Hill Road – Nault Mixed-Use Development

› Integra Drive – PITCO Warehouse (356,224 SF warehouse)

A description of the background developments were provided as part of the Study. The trips anticipated to be generated by these developments were sourced from the traffic studies prepared for each development.

The Applicant's engineer also reviewed historic traffic growth data and based on NHDOT guidelines, determined that a 1.0 percent per year compounded annual background traffic growth was appropriate. The traffic volumes that were estimated to be generated from the proposed background projects as well as the background growth rate were added to the 2024 Existing conditions to develop the 2026 and 2036 No Build traffic volumes (provided on page 7 of the TIAS).

The Applicant's engineer reviewed planned roadway projects to determine if there were any specific improvements by others that would result in geometry changes within the study area. Based on these findings, the Applicant's engineer incorporated the following improvement project:

› Manchester Street Widening - City of Concord; the City is proposing to extend the two-way left-turn lane along Manchester Street, including in the vicinity of the project site. This change is reflected in the 2036 future conditions analysis.

Comment 5: We are in general agreement with the methodology that was used to develop the 2026 and 2036 No-Build traffic volume projections for the Project, including the background traffic growth rate used in the base calculations, and the inclusion of the specific development project by others.

Site-Generated Traffic

Future Build condition (with the Project) traffic volume projections were developed by the Applicant's engineer using trip-generation statistics for a limited service hotel published by the Institute of Transportation Engineers (ITE). Using ITE Trip Generation Manual, 12th Edition Land Use Code (LUC) 312-Limited-Service Hotel for 116 rooms, the estimated entering and exiting project trips were determined for the weekday morning and weekday afternoon peak hours (Table 1 of the TIAS). The Applicant's engineer estimated 42 new vehicle trips in the weekday morning peak hour, 36 new vehicle trips in the weekday afternoon peak hour, and 53 new vehicle trips in the Saturday midday peak hour.

Comment 6: We are in general agreement with the methodology that was used to develop the trip generation for the hotel as described in the study. ***However, the Applicant's engineer should clarify why LUC 312-Limited-Service Hotel was used instead of LUC 310-Hotel for the trip generation estimates, as originally noted in the scoping notes. The ITE description for LUC 312 indicates that these do not typically include meeting room space, which would typically be present in a business hotel.***

Project Trip Distribution and Assignment

Traffic volumes associated with the Project were assigned onto the study area roadway network based on a review of existing travel patterns on the adjacent roadways and anticipated commuter patterns to I-93. It was determined that 90% of the trips would be to/from the east, oriented to I-93, and 10% to/from the west (page 9 of the TIAS).

Comment 7: We are in general agreement with the methodology that was used to develop the anticipated traffic characteristics of the Project and the trip distribution pattern. The Appendix includes a reference to 2024 counts

on Manchester Street; however, they are not provided in the Appendix. ***The Applicant's engineer should clarify if 2024 ATR counts were conducted or this should reference the 2022 ATR counts instead.***

Build Traffic Volumes

The estimated site generated volumes were added to the 2026 and 2036 No Build traffic volumes to develop the 2026 and 2036 Build traffic volumes (pages 12 and 13 of the TIAS).

Comment 8: We are in general agreement with the methodology that was used to develop the Build conditions.

Traffic Operations Analysis

The Applicant's engineer analyzed the traffic operations at the study area intersections using Synchro capacity analysis software for the Existing, No Build, and the Build peak hour weekday morning and weekday afternoon intersection conditions. The engineer used the *Highway Capacity Manual 6th Edition* Synchro results, which are included in the Appendix of the report.

Level-of-Service Criteria and Capacity Analysis Results

In reviewing the Synchro operations analysis, the following information was presented (Table 2 of the TIAS). The Manchester Street mainline left-turn movements operate at LOS A or B under all baseline and future conditions. The Volvo Driveway left turn operates at LOS C/D during the weekday morning peak hour, LOS D/E during the weekday evening peak hour, and LOS B during the Saturday midday peak hour with minimal increases to delay or queue due to the proposed project.

The Shared Site Driveway approach is projected to operate at LOS E or F during the weekday morning and evening peak hours under all conditions, with anticipated increase in average delay of 30 to 120 seconds and increase in queues of 1 to 2 vehicles due to the proposed project. In the Saturday midday peak hour, the Shared Site Driveway approach is expected to operate at LOS B during existing and future no-build conditions and drop to LOS E/F during future build conditions with the proposed project in place.

Comment 9: We are in general agreement with the methodology that was used to determine the traffic operations at the study area intersections. ***While we agree that the Project's site generated trips have a minimal negative impact on the Manchester Street and Volvo Driveway approaches, the Shared Site Driveway will experience a significant increase in average delay under future Build conditions.***

Comment 10: The heavy vehicle percentages used in the 2026 Build Saturday conditions do not match the heavy vehicle percentages used in the remaining Saturday conditions or the calculated heavy vehicle percentages provided in the Appendix. ***The Applicant's engineer should revise the heavy vehicles percentage and confirm that there are no changes to the 2026 Build Saturday LOS results.***

Comment 11: The two-way left-turn lane (TWLTL) in the 2036 conditions was treated as a left-turn lane for the westbound Manchester Street approach in the analysis; however, this methodology does not allow left-turns exiting the Site the option of a two-stage turning maneuver. This methodology also does not account for changes in delay from the eastbound movements also operating with TWLTL geometry. ***The Applicant's engineer should revise the analyses for all the 2036 No Build and Build conditions to reflect a TWLTL geometry on both approaches of Manchester Street, allowing for two stage exits from the minor approaches. Intersection operations should be updated to reflect the appropriate geometry.***

Site Access and Circulation

The Applicant's engineer notes that site access will be provided via one unsignalized driveway, reconfigured to provide shared access to both the proposed hotel and the existing Key Collision of Concord. The Shared Site Driveway will continue to provide full-access driveway, with the Shared Site Driveway under stop control for exiting vehicles. The study recommended that the reconstructed driveway provide two egress lanes.

> *Comment 12: The scoping notes request that all driveways meet widths and radii required for emergency vehicle access, including fire trucks.* ***The Applicant's engineer should confirm if autoTURN or equivalent vehicle tracking has been completed for the driveways and internal circulation to confirm that a City of Concord fire truck can maneuver the Site.***
>
> *Comment 13: Based on the Level of Service Analysis Summary, the maximum projected 95th percentile queue on the Shared Site Driveway approach to Manchester Street is three to four vehicles in length. The internal intersection connecting the proposed hotel to the Shared Site Driveway is located approximately 75 feet from the driveway approach to Manchester Street.* ***Given that the left-turning vehicle queue is likely to extend to the internal intersection, the Applicant's engineer should evaluate and address internal circulation and potential gridlock resulting from this configuration.***
>
> *Comment 14: The Site Plans do not appear to provide a STOP sign or STOP bar for the reconstructed Shared Site Driveway, nor do any of the intersections internal to the Site have STOP sign or pavement markings indicating right-of-way.* ***The Applicant's engineer should revise the Site Plans to provide for STOP signs and bars at all locations under STOP control.***
>
> *Comment 15: The site plans indicate that 128 parking spaces are proposed, based on the City of Concord's requirement of 1.1 spaces per guest room. VHB notes that this rate is consistent with the City of Concord Zoning Ordinance for off-street parking and is higher than the 85th-percentile parking demand rates for both ITE Land Use Code (LUC) 310 (Hotel) and LUC 312 (Limited-Service Hotel).* ***The Applicant's engineer should clarify whether the proposed hotel will include any function or meeting space that could generate additional parking demand beyond typical guest-room needs, and whether such uses may require a higher parking supply than currently shown.***

Sight Distance

The TIAS states that the existing driveway provides adequate sight distance per NHDOT standards; however, there was no documentation or field measurements provided to demonstrate the available sight distance.

> *Comment 16:* ***The Applicant's engineer should quantify the available sight distance at the existing driveway via text or a simple table.***
>
> *Comment 17: The traffic scoping notes indicate that there should be proper internal sight distance at the two proposed intersections internal to the Site based on 25 mph; however, there is no mention of sight distance calculations or sight lines shown in the plans.* ***The Applicant's engineer should confirm that adequate sight distance is available at the intersections internal to the Site.***

Crash Data Evaluation

In accordance with Section 32.08.13 of the City's Site Plan Regulations, the TIAS should provide a crash history summary for the study area intersections. The TIAS provided a summary of crash history at the Site driveway provided

by the Concord Police Department for 2019 – 2024. The summary indicates that two crashes occurred in the five-year period of data collected, and one appears to have occurred in an adjacent parking lot, rather than at the intersection.

Comment 18: We are in general agreement with the crash summary provided.

Comment 19: The scoping notes indicate that the team should coordinate with the Concord Police Department to inquire about any existing safety concerns. ***The Applicant's engineer should clarify if the Police Department indicated any specific safety concerns along Manchester Street in the vicinity of the Site.***

Warrant Analyses

The applicant's engineer provided warrant analysis for auxiliary lanes on both Manchester Street approaching the Site and on the Site driveway approach to Manchester Street. The following summarizes the results provided in Tables 4 through 6:

- Manchester Street Right Turn Lane: The warrant is not met for a right-turn lane under future build conditions.
- Manchester Street Left Turn Lane: The warrant is met for a left-turn lane under future 2036 Build conditions in the weekday morning peak period.
- Minor Road Second Lane: The warrant is not met for a second lane on the Shared Site Driveway approach to Manchester Street.

Comment 20: The warrant analyses have all been conducted based on 30 mph for the 85th percentile speed; however, 30 mph is the posted speed limit for the roadway. ***The Applicant's engineer should indicate if any historical speed data is available in this vicinity of Manchester Street to confirm the 30 mph assumption.***

Comment 21: The warrant analysis worksheets provided in the Appendix indicate that the wrong minor-road volume was used for the 2026 and 2036 Build PM peak hour minor-road approach warrants. While warrants are still not met using the correct volume, VHB notes that the 2036 Build PM condition is within one vehicle of meeting the warrant.

Recommended Improvements

The Applicant's engineer recommended the following improvements be implemented by the Applicant:

- Site Driveway: Reconstruct the Shared Site Driveway to provide a separate left-turn/shared lane and right-turn lanes. A Level of Service analysis under future Build with Mitigation conditions was completed, modeling this geometric configuration at the Shared Site Driveway. The results of this analysis indicate that the expected delays on the Shared Site Driveway approach will increase with the addition of the second lane.

Comment 22: Given that the minor-road approach warrant was not met under future conditions and the capacity analysis demonstrates an increase in delay with the second lane included, ***we recommend that the Applicant's engineer provide a SimTraffic analysis of the Shared Site Driveway under Build conditions, with and without the second lane included, to demonstrate whether the proposed driveway configuration offers operational benefit.***

Conclusion

The Applicant's engineer noted that the resulting volumes from the proposed Project trip generation would not have a significant negative impact on the operations along Manchester Street, with any increases in delay and queuing expected to be concentrated at the Shared Site Driveway.

Summary

VHB has completed an initial review of the materials submitted in support of the proposed development of the proposed 116-room business hotel to be located at 94 Manchester Street in Concord, New Hampshire. Our review focused on the adequacy of the information provided and have found that there are four areas where additional information and clarifications would be helpful to assess the suitability of the Project's design, which are:

- **Trip Generation**: Providing justification for the change in ITE land use code from scoping to the TIAS.
- **Circulation and Access**: Refining driveway and internal circulation analysis, especially with regard to delay, queuing, and potential gridlock.
- **Sight Distance**: Documenting and confirming adequate sight distance, both internal to the Site and at the Shared Site Driveway.
- **Emergency Vehicle Access**: Confirming emergency vehicles can safely maneuver into and through the Site.

This concludes our review of the materials that have been submitted to date in support of the Project. If you should have any questions regarding our review, please feel free to contact either one of us at the contact information noted below.

Sincerely,

VHB

Christine Trearchis
TS/TPO Team Leader

cc: Karen Hill
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