



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

Staff Report for Planning Board

Meeting on July 15, 2026
Project Summary –Major Site Plan Application

Project: CATCH Neighborhood Housing – Major Site Plan (2026-066)
Property Owner: Kevin F Seigel and George J Jr Seigel
Applicant: Nobis Group
Property Address: 43 Fisherville Road
Tax Map Lot: 303Z 68

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, or, 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 July 15, 2026, and end on **September 18, 2026**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (**September**

18, 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

Project Description:

The applicant is proposing the demolition of the existing buildings and construction of a new 34-unit multifamily development within a 35,886-square-foot gross floor area, 3-story building, associated site improvements, and certain waivers from the Site Plan Regulations at Tax Map 303Z Lot 68, addressed as 43 Fisherville Road, in the General Commercial (CG) District. The applicant received several variances from the Zoning Board of Adjustment in May to facilitate the design of the project.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 1-page, undated project narrative, prepared by Nobis Group; 5 notice of decision letters from the May 6, 2026 Zoning Board of Adjustment meeting; a 3-page waiver request document, dated June 12, 2026, prepared by Nobis Group; a 26-sheet civil plan set titled “CATCH NEIGHBORHOOD HOUSING,” dated June 12, 2026, prepared by Nobis Group; a 2-sheet architectural plan set titled “CATCH Fisherville Road Housing,” dated June 12, 2026, prepared by Warrenstreet Architects; a 76-page Stormwater Management Plan, dated June 12, 2026; an 8-page traffic letter dated May 29, 2026, prepared by Greenman-Pederson, Inc; and, a 1-sheet color overview site plan sheet, dated June 12, 2026, prepared by Nobis Group.

1. Project Details and Zoning Ordinance Compliance:

Zoning District:	General Commercial (CG) District
Existing Use:	Retail
Proposed Use:	Multi-family Residential (34 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	25,000 square feet	80,940-square-feet	No Change
Minimum Buildable Land	12,500 square feet	80,940-square-feet	No Change
Minimum Lot Frontage	150 feet	155 feet	No Change
Minimum Front Yard	30 feet	Not Provided	>30 feet
Minimum Rear Yard	30 feet	Not Provided	30 feet
Minimum Side Yard	25 feet	Not Provided	30 feet
Maximum Lot Coverage	80%	Not Provided	46.6%
Maximum Building Height	45 feet	Not Provided	<45-feet
Off-Street Parking	1 space per unit 34 units = 34 spaces	Not Provided	43 Spaces
Accessible Parking Spaces	26-50 required parking spaces = 2 accessible space to be provided	Not Provided	3 Accessible Space provided

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 July 1, 2026.
- 2.2 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.
- 2.3 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(7) *Buildings and Structures*, to not provide the exterior dimensions of existing structures on the existing conditions plan.
 - b. Section 15.03(8) *Parking, Loading and Access*, to not provide dimensions and number of spaces identified by parking bay.
 - c. Section 15.03(17) *Solid Waste and Outside Storage*, to not provide the location of existing solid waste and outside storage facilities.
 - d. Section 15.03(23) *Tabulations*, to not provide the required tabulations on the existing conditions sheet. The applicant has provided required and proposed tabulations on the site plan and the project proposes the removal and complete redevelopment of the parcel.
- 2.4 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(1) *Property Lines*, to not provide bearing and dimensions on property lines on the site plan. The applicant has provided this information on the existing conditions sheet and new boundary adjustments are proposed.
 - b. Section 15.04(6) *Topography*. The applicant has provided a separate grading and drainage sheet as part of the plan set.
 - c. 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.
 - d. Section 15.04(13) *Municipal Sewer*. The applicant has provided a separate Utility Plan sheet as part of the plan set.
 - e. 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.
 - f. Section 15.04(15) *Landscaping*. The applicant has provided a separate landscaping sheet as part of the plan set.
 - g. Section 15.04(17) *Municipal Water Supply*. The applicant has provided a separate Utility Plan Sheet as part of the plan set.
 - h. Section 15.04(19) *Other Utilities*. The applicant has provided a separate Utility Plan Sheet as part of the plan set.
 - i. Section 15.04(26) *Lighting*. The applicant has provided a separate Lighting Sheet as part of the plan set.
- 2.5 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

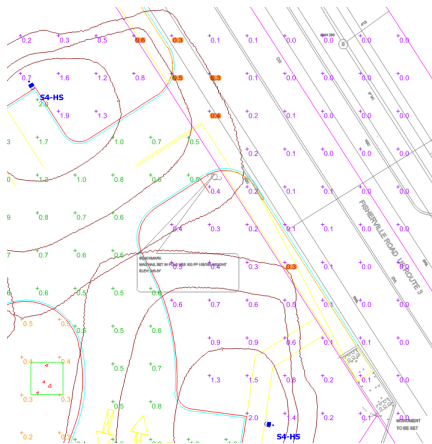
unknown at the time of site plan submittal, a master sign plan or sign permits may be submitted for architectural design review prior to occupancy of the building or specific tenant space.

- 2.6 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.
- 2.7 The Engineering Services Division general comments are noted in the attached 6-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated July 6, 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 Per Section 12.02(1) *Title Block*, the title block for the architectural elevations shall be revised to provide a consistent title of plan as the civil plan set, shall provide the name and address of the owner and applicant, and provide the address and seal of the licensed professional who prepared the plan. Please also note, the date of the plan shall remain, and the date of any subsequent revisions be added to the title block.
- 3.2 Per Section 12.02(2) *Scale*, the scales on the landscape sheet shall be revised to all be civil, not architectural scales. Additionally, the architectural scale bars shall be removed from the sheet, and scale bars that match each civil scale shall be provided for each separate plan on the sheet.
- 3.3 Per Section 12.02(3) *North Arrow and Bar Scale*, a scale bar needs to be added to the lighting plan to match the 1"=20' scale listed.
- 3.4 Per Section 15.02(8) *Addresses*, the address, as assigned by the City Surveyor, shall be provided on the building within the site plan.
- 3.5 Per Section 15.04(23) *Zoning*, the applicant shall provide the zoning district boundary lines on the site plan.
- 3.6 Per Section 15.04(28) *Tabulations*, provide the following tabulations on the site plan:
 - a. 15.04(28)(c) ground coverage of buildings and structures in square feet and percent;
 - b. 15.04(28)(d), ground coverage for parking areas including aisles and internal landscaping in square feet and percent;
 - c. 15.04(28)(h), dwelling unit density per usable acres;
 - d. 15.04(28)(n), interior parking lot landscaping in square feet and percent; and,
 - e. 15.04(28)(o), calculations of required trees to be provided on the landscape plan and number provided.
- 3.7 Per Section 16.02(18) *Demolition Plan*, the limits of pavement removal shall include what will be necessary for the installation of vertical granite curbing along Fisherville Road, the removal of the existing curb ramps and raising of tipped granite curb, the installation of the proposed water line, and the installation of the 12" RCP and DMH 3. Additionally, either on the removal plan, or site plan, the restoration limits shall be provided, which shall be presented as a uniform restoration and not consist of multiple patches in the public right-of-way.
- 3.8 Per Section 16.03(1) *Preparation*, the architectural elevations shall be signed and sealed by the New Hampshire Licensed Architect responsible for preparing the plans.



- 3.18 Provide the City of Concord Planning Board Approval Block on the cover sheet and site plan sheets. The Planning Board approval block shall also be provided on the architectural elevations, unless they are incorporated into the civil plan set and included in the sheet index on the cover sheet. Staff can provide a template as a .pdf, .dwg, or .jpg, if requested.



- 3.19 The Engineering Services Division compliance comments are noted in the attached 6-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated July 6, 2026.

4. Variances:

- 4.1 At the meeting held on May 6, 2026, the Zoning Board of Adjustment granted the requested variance as follows:
- a. Section 28-4-5(d)(2) to permit density of approximately 18.4 multi-family dwelling units per acre where a maximum density of 12 dwelling units per acre is permitted.
 - b. Section 28-4-5(d)(5), to permit multi-family buildings within 30 feet and 39 feet of the property lines and parking facilities to within eight (8) feet, 24 feet, and 34 feet of the property line where a 75-foot perimeter buffer is required.
 - c. Section 28-7-7(g)(3) *Parking Area and Design Standards, Setbacks and Restrictions, Parking to be located to the side or rear of a building*, to permit off-street parking to be located in front of the building where it is otherwise not allowed.
 - d. Section 28-7-13(a) *Table of Off-Street Loading Requirements*, to allow no off-street loading spaces where one space is required.
 - e. Section 28-4-5(d)(3), to permit a building of up to 186 feet in length where a maximum of 160 feet is permitted.

5. Waivers:

- 5.1 The applicant requests a waiver from the following section(s) of the Site Plan Regulations:

- a. Section 6.03(c) and 11.05, to allow the determination of completeness and public hearing in the same meeting.
- b. Section 12.02(1)(a)(b), to allow the existing conditions plat to reflect information for the current property owner rather than for the applicant, and have a different title than the civil plan set.
- c. Section 22.02 *Construction Standards*, to allow 2-feet of cover where 4-feet is required.
- d. Section 22.07(2) *Storm Water Recharge*, to allow 4 feet of separation between the bottom of the proposed raingarden and the seasonal high-water table (SHWT), where normally 4-feet is required.
- e. Section 24.03 *Design Standards for Municipal Sanitary Sewers*, to allow less than 6-feet of cover over sewer piping under pavement.

The applicant provided an analysis of the five waiver criteria listed in Section 36.08 of the Site Plan Regulations. Based on the analysis provided, **staff supports, or conditionally supports**, granting the waivers identified in Item 5.1(a) through (d). However, based on the analysis provided, staff **does not support granting** the waiver identified in Item 5.1(e), as allowing insufficient pipe depth may cause heaving over the pipe thereby reducing pavement life, and would not be in the spirit of the construction standards.

6. Conditional Use Permits:

- 6.1 No conditional use permit applications are requested as part of this application. Staff notes that the applicant received variances in May for items that have subsequently been amended by the City Council which now permits relief through CUP (*Sections 28-4-5(d)(3) & 28-4-5(d)(5)*). The variance relief granted supersedes the current ordinance language and as such, CUPs for these items are not required.

7. Architectural Design Review:

- 7.1 The applicant appeared before the Architectural Design Review Committee on June 30, 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 with the following conditions: the screening of the dumpster enclosure shall be revised to be a darker color to help hide it; on the labeled “southern elevation”, the pilaster on the “vinyl stone” material shall be removed; on the eastern side of the building, the sidewalk shall be moved away from the building to provide additional privacy for those tenants. If possible, some type of landscaping, or low shrub should be planted; screening, either through landscaping or some type of opaque material, or combination of both, shall be provided to screen the view from any public right-of-way to any external utility meters, as permitted by non-municipal regulations; lighting proposed under the canopy, including tabulations for illumination and uniformity ratios, shall be provided on the lighting plan prior to final approval; and, the blue be continued down to the bays, with some detailing be provided where the seams are on the labeled “southern elevation”

8. Conservation Commission:

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

9. Recommendation:

- 9.1 Staff recommends that the Planning Board **discuss and adopt the findings of fact**, which include: information provided in staff reports; the applicant's submission materials; testimony provided during the public hearing; and/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:

- 9.2 **Grant the waiver requests below** from the listed sections of the Site Plan Regulations, using the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations:
- a. Section 12.02(1)(a)(b), to allow the existing conditions plat to reflect information for the current property owner rather than for the applicant, and have a different title than the civil plan set.
 - b. Section 22.02 *Construction Standards*, to allow 2-feet of cover where 4-feet is required for stormwater facilities, with the condition that rigid insulation is constructed pursuant to Section 6(3)(F)(2) of the City of Concord Construction Standards.
 - c. Section 22.07(2) *Storm Water Recharge*, to allow 4 feet of separation between the bottom of the proposed raingarden and the seasonal high-water table (SHWT), where normally 4-feet is required.
- 9.3 **Deny the waiver requests below** from the listed sections of the Site Plan Regulations, because the request does not meet the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations:
- a. Section 24.03 *Design Standards for Municipal Sanitary Sewers*, to allow less than 6-feet of cover over sewer piping under pavement.
- 9.4 **Grant Architectural Design Review approval** for the construction of a new 34-unit multifamily development within a 35,886-square-foot gross floor area, 3-story building, associated site improvements, as submitted with the following conditions: the screening of the dumpster enclosure shall be revised to be a darker color to help hide it; on the labeled "southern elevation", the pilaster on the "vinyl stone" material shall be removed; on the eastern side of the building, the sidewalk shall be moved away from the building to provide additional privacy for those tenants. If possible, some type of landscaping, or low shrub should be planted; screening, either through landscaping or some type of opaque material, or combination of both, shall be provided to screen the view from any public right-of-way to any external utility meters, as permitted by non-municipal regulations; lighting proposed under the canopy, including tabulations for illumination and uniformity ratios, shall be provided on the lighting plan prior to final approval; and, the blue be continued down to the bays, with some detailing be provided where the seams are on the labeled "southern elevation"
- 9.5 **Grant major site plan approval** for the construction of a new 34-unit multifamily development within a 35,886-square-foot gross floor area, 3-story building, associated site improvements at Tax Map 303Z Lot 68, addressed as 43 Fisherville Road in the General Commercial (CG) 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 12.02(1) *Title Block*, the title block for the architectural elevations shall be revised to provide a consistent title of plan as the civil plan set, shall provide the name and address of the owner and applicant, and provide the address and seal of the licensed professional who prepared the plan. Please also note, the date of the plan shall remain, and the date of any subsequent revisions be added to the title block.
 - b. Per Section 12.02(2) *Scale*, the scales on the landscape sheet shall be revised to all be civil, not architectural scales. Additionally, the architectural scale bars shall be removed from the sheet, and scale bars that match each civil scale shall be provided for each separate plan on the sheet.
 - c. Per Section 12.02(3) *North Arrow and Bar Scale*, a scale bar needs to be added to the lighting plan to match the 1"=20' scale listed.
 - d. Per Section 15.02(8) *Addresses*, the address, as assigned by the City Surveyor, shall be provided on the building within the site plan.
 - e. Per Section 15.04(23) *Zoning*, the applicant shall provide the zoning district boundary lines on the site plan.
 - f. Per Section 15.04(28) *Tabulations*, provide the following tabulations on the site plan:
 - 1) 15.04(28)(c) ground coverage of buildings and structures in square feet and percent;
 - 2) 15.04(28)(d), ground coverage for parking areas including aisles and internal landscaping in square feet and percent;
 - 3) 15.04(28)(h), dwelling unit density per usable acres;
 - 4) 15.04(28)(n), interior parking lot landscaping in square feet and percent; and,
 - 5) 15.04(28)(o), calculations of required trees to be provided on the landscape plan and number provided.
 - g. Per Section 16.02(18) *Demolition Plan*, the limits of pavement removal shall include what will be necessary for the installation of vertical granite curbing along Fisherville Road, the removal of the existing curb ramps and raising of tipped granite curb, the installation of the proposed water line, and the installation of the 12" RCP and DMH 3. Additionally, either on the removal plan, or site plan, the restoration limits shall be provided, which shall be presented as a uniform restoration and not consist of multiple patches in the public right-of-way.
 - h. Per Section 16.03(1) *Preparation*, the architectural elevations shall be signed and sealed by the New Hampshire Licensed Architect responsible for preparing the plans.
 - i. Per Section 16.03(3) *Scale and Plan Size*, the architectural elevations do not appear to have a scale and one shall be added that is a minimum scale of 1/8" = 1'.
 - j. Per Section 16.03(4) *Elevations*, the north and south elevation label on the architectural elevations shall be revised to accurately represent the correct elevation facing.
 - k. Per Section 16.03(5) *Windows, Doors and Roofs*, the type and pitch of roof shall be noted on the architectural elevations. Additionally, the size and spacing of all windows and door openings shall be noted on the elevations.
 - l. Per Section 16.03(7) *Colors and Materials*, 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.

- m. Per Section 16.03(8) *Dimensions*, the horizontal and vertical dimensions shall be provided on the architectural elevations. Including a dimension for maximum height and each floor level.
- n. Per Section 18.17 *Tree Plantings*, the applicant shall provide the tabulations for the number of required and proposed trees (1 tree per 1,000-square-feet of parking area) and revise the landscape plan if necessary.
- o. Per Section 27.06(5) *Underground Utilities*, the proposed 8-inch water main, running parallel in front of the building shall be relocated to achieve proper separation from the three tree's in front of the building (one of each - Pyramidal European Horn (PEH) Cherokee Chief Dogwood (CCD) Kwanzan Cherry (PAT))
- p. Per Section 29.04 *Building and Façade Lighting*, the Statistic tabulations on the lighting sheet shall be revised to provide tabulations for the building lighting, including demonstrating compliance with the uniformity ratio (Avg/Min).
- q. Per Section 29.07 *Nuisance and Glare*, the two S4-HS fixtures proposed closest to Fisherville Road appear to exceed the light trespass threshold and the lighting plan shall be revised for compliance.
- r. Provide the City of Concord Planning Board Approval Block on the cover sheet and site plan sheets. The Planning Board approval block shall also be provided on the architectural elevations, unless they are incorporated into the civil plan set and included in the sheet index on the cover sheet. Staff can provide a template as a .pdf, .dwg, or .jpg, if requested.



- 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 July 6, 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: July 6, 2026

SUBJECT: Site Improvement Plans- Major Site Plan Application
Engineering Review
43 Fisherville Road; Map 303Z, Lot 68, City Project 2026-066

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

- Project Narrative by Nobis Group, received June 17, 2026
- Waiver Requests by Nobis Group, dated June 12, 2026
- CATCH Neighborhood Housing Site Plan by Nobis Group, dated June 12, 2026
- Stormwater Management Plan by Nobis Group, dated June 12, 2026
- Traffic Letter by Greenman-Pedersen Inc (GPI), dated May 29, 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.

Waivers

1. The applicant would like to waive City of Concord Site Plan Regulations (CSPR) 22.02, which requires all public and private stormwater drainage facilities to be constructed to the standards contained in CSPR and the Construction Standards and Details of the City of Concord, to allow 2' of cover with rigid insulation. Engineering supports this waiver as long as the rigid insulation is constructed pursuant to CCSD Section 6(3)(F)(2).
2. The applicant would like to waive CSPR 22.07(2), which requires a minimum separation of 4' between the bottom of an infiltration system and the groundwater,

in order to provide 3' of separation. Engineering supports this waiver, since NHDES requires 3'.

3. The applicant would like to waive CSPR 24.03, which requires the standards in CSPR and City of Concord Construction Standards and Details (CCSD) to be followed, in order to allow less than 6' of separation between the sewer piping under pavement. Engineering does not support this waiver as insufficient pipe depth may cause pavement heaving over the pipe thereby reducing pavement life.

Stormwater Management Plan

1. The NHDES Infiltration Practice Criteria for PND2- Raingarden, states there is only 3' of separation between the surface and groundwater. Pursuant to CSPR 22.07(2), 4' is required. Please revise.
2. Please state how the infiltration rate of 5 in/hr. was calculated for ponds 1 and 2.
3. The outfall at DMH3 shows a tailwater = 0.00'. Please show that the existing 15" pipe in Fisherville Road has capacity for the proposed flow.

Traffic Letter

1. No comments at this time.

General Comments

1. Please provide copies of all State and Federal permits, pursuant to CSPR 13.02(2)(8). Add permit numbers to cover sheet.

Proposed Site Plan (Sheet C-2)

1. Please provide concrete pad details for the transformer and bicycle-rack concrete pads.
2. Please put a cross walk across the entrance of the site, and move the stop bar and sign back, pursuant to CCSD Detail R-7.
3. Please provide the addresses of the proposed, 34-unit building, pursuant to CSPR 15.04(5). Contact the City Surveyor at 603 230-3615 for coordination.

Grading and Drainage Plan

1. Show jute matting on slopes steeper than 3:1.

Utility Layout Plan (Sheet C-4.0)

1. A sewer easement is needed for the sewer line on the north corner of the property. Please contact the City Surveyor at 603-230-3615 to coordinate the placement of this easement.
2. At the building, branch the 4" domestic water line to the 6" fire suppression line, and replace the 90-degree bend on the 6" fire suppression line where it turns into the building with two 45-degree bends. The domestic shall have a shut-off but the fire suppression shall not.
3. Show limits of pavement patch that encompasses all trenches on Fisherville Rd.
4. In the Notes, references to 'The Town' or 'Public Works' shall be replaced with 'The City' and 'Engineering Division'.
5. The proposed sewer, gas and UGE appear to be quite close. Sewer in particular shall be 10' from any other utility.

Sewer Profile Plan (Sheet C-4.1)

1. The sewer line is less than 6' in depth. There does not appear to be a technical reason for a less-than-required cover. Please revise.

Water Profile Plan (Sheet C-4.2)

1. Show an offset distance of 5.5' from the water main to the ground surface.
2. Under Notes (3), revise "water main" to "water services."
3. In profile view, show the proposed hydrant tee and gate valves.

Drainage Profile Plan (Sheet C-4.3)

1. Show the proposed pond finished grade follow the top slope of the flared end section in profile view.

Construction Details (Sheet C-6.0)

1. Call out the sawcut lines shown in CCSD Detail R-12 on the plans.
2. Provide CCSD Detail CR-10 for the handicapped parking loading area.
3. On the Bituminous Sidewalk Vertical Granite Curb Detail, revise the 2" sidewalk thickness to 3", the 1" thickness for the wearing and base courses to 1.5" each, and the crushed gravel from 4" to 6", pursuant to CCSD D-12. Change the maximum

aggregate size for the base course from 1" to ¾", pursuant to CCSD Section 3(2)(B)(2).

Construction Details (Sheet C-6.1)

1. On the Rain Garden Detail, revise the 4" of loam to 6", pursuant to CSPR 27.09(3).
2. Call out on plan view the Adjusting Frames to Grade Detail, or remove the detail from this sheet.

Construction Details (Sheet C-6.2)

1. Remove Detail SS-1 since a manhole must connect any pipe larger than 6" to another, pursuant to CCSD Section 4(3)(B)(20), and the proposed sewer line is 8".

Construction Details (Sheet C-6.4)

1. Call out the Temporary Sediment Log Detail on the plan view, or remove the detail from this sheet if not used.

Construction Details (Sheet C-6.5)

1. Move overlapping text on the SC-310 Section Detail.

Landscape Site Plan (Sheet LA101)

1. Show the existing and proposed utilities and ensure at least 10' of separation between these utilities and the trees, pursuant to CSPR 27.06(5).

State/Federal Permits

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

- EPA Notice of Intent, General Construction Permit and accompanying SWPPP (if area of disturbance is over 1 acre)
- NHDES Alteration of Terrain (if disturbance is over 100,000 SF)

Pursuant to CCSPR 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. Pursuant to 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:
 - Excavation Permits—Drainage, Sewer, and Water
 - Driveway Permit
 - Other permits deemed necessary by the City Engineer

Please note that all Engineering permits must now be applied for online using the City's new Citizen-Self-Service (CSS) Permit Portal, which can be found here:

<http://concordnh.gov/1915/Engineering-Permits-Fees>

3. Pursuant to 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.
6. Shop drawings/submittals shall be submitted to Engineering for the proposed water, sewer, drainage improvements as applicable.

Construction Requirements

1. Pursuant to 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.
2. Retaining wall design drawings (stamped Structural Engineer licensed in the State of NH) shall be submitted to Engineering for proposed retaining walls that are greater than 4 feet high. In addition, walls greater than 48 inches require a Building Permit from the Code Administration Office.