

Project Narrative

Project: Parking Expansion and Building Renovation
Address: 162 Pembroke Road, Concord, NH
Owner/Applicant: Community Bridges

Community Bridges is a 501(C)(3) nonprofit corporation whose mission is to assure and maintain the integration, growth and interdependence of people with disabilities, in their home communities, so they can have positive control over the lives they have chosen for themselves.

The proposed project involves renovating the existing building for full office space, with improved exterior work involving ADA compliant access and constructing a parking expansion of 24 spaces. Proposed renovations to the building are internal and no alterations to the footprint shall occur. Two doorways in the rear of the building are proposed. The 3.95-acre property is in the Industrial (IN) zoning district. The site currently utilizes the existing building for a majority of office space and approximately 7,500 SF is industrial use.

Proposed site improvements include construction of a new 24 parking space parking lot west of the building, improved pedestrian access around the existing building, two proposed rear doorways, and a drainage mitigation system. Currently, there are 99 parking spaces existing on site, including 3 ADA accessible spaces. With the expansion eliminating some spaces based on the circulation of the site, the proposed onsite parking total is 117 spaces, of which 5 are ADA accessible. The Zoning Ordinance requires 92 parking spaces for Office use. Community Bridges is constructing more parking than required by the Zoning Ordinance based on the needs of their employees and clients.

The building is connected to municipal water, municipal sewer, and natural gas. There are no proposed changes to the utilities that service the building and the building is fully sprinklered.

The pre- and post-development conditions were modeled as a part of this design. The post-development peak flow rate and volume of runoff for the site are decreased in the 2-year, 10-year, 25-year, and 100-year storm events for the developed area to the west of the building. The runoff from the site is decreased in all modeled storm events. Stormwater from the proposed parking expansion and portions of the existing parking area is collected via a series of catch basins and directed to an underground infiltration gallery. The gallery is sized to collect and infiltrate the 100-year storm event. See the accompanying Stormwater Management Plan for the analyzed model and tabulated data.

June 21, 2021

City of Concord Planning Board
City Hall
41 Green Street
Concord, New Hampshire 03301

**RE: Waiver Request
Community Bridges
162 Pembroke Road, Concord, New Hampshire**

Dear Planning Board:

On behalf of Community Bridges and in support of the site plan application referenced above, Wilcox & Barton, Inc. hereby requests the following waiver from the Site Plan Regulations:

A waiver to Section 6.01(3), General Procedures and Official Submission Date, to allow for the Major Site Plan Application to be heard within a one scheduled meeting period where a minimum two meeting review period is required for Major Site Plan Applications.

The proposed development falls under the Major Site Plan threshold criteria listed in Article 28-9-4(d) of the Zoning Ordinance, because the proposed parking expansion and sidewalk improvements exceed the ten thousand (10,000) square feet of impervious surface in conjunction with a nonresidential use. The proposed development/Site Plan Application is not substantial in character. To comply with the Site Plan Regulations, the scheduling of the permit application process would be elongated and provide a hardship for the owner when there is not a substantial change proposed on-site. Therefore, we request a waiver to the scheduling process for the Planning Board meetings, which would allow the schedule to adhere to a minor Site Plan's meeting timeframe. The criteria for this request are detailed below.

1. *The granting of the waiver will not be detrimental to the public safety, health, welfare or injurious to other property.*

The proposed development is simple in nature because the construction involves an expansion to the parking lot and pedestrian walkways to provide ADA accessibility. No alteration to the building footprint is proposed. The waiver would allow for a realistic timeline for the Site Plan Application to be reviewed and publicly noticed and allow for the owner/applicant to move forward with their project in a feasible timeframe.

2. *The conditions upon which the request for a waiver is based are unique to the property for which the waiver is sought and are not applicable generally to other property.*

The reduced timeline is specific for this project based upon the character of the Site Plan Application. One of the thresholds is met for the impervious area increase, but all other

conditions of the site remain consistent with the existing circumstances. The increase in impervious area is only slightly over the 10,000 SF threshold. Based on this unique situation, it appears feasible to submit and review the project permit application within one scheduled meeting.

3. *Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, an unnecessary hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out.*

Strict conformance to the scheduling regulations would provide a hardship to the owner based upon the character of the permit application and the affiliated review/noticing that would be required. The site changes are simple in nature and complimentary to the existing development, therefore the elongated scheduling period would shift the owner's ability to move forward with the project for their nonprofit corporation.

4. *Specific circumstances relative to the site plan or conditions of the land where a site plan is proposed indicate that the waiver will property carry out, or not be contrary to, the spirit and intent of these regulations.*

The proposed conditions of this Major Site Plan Application could be carried out/reviewed, while adhering to the intent of the Site Plan regulations, within the scheduling timeframe that a minor site plan allows for. The schedule could include all required review and noticing as a Major Site Plan requires but could be done in an expedited manner - based on the simplistic nature of the proposed development. This waiver request would allow for the permit application to be heard at the following scheduled Planning Board meeting.


5. *The waivers will not in any manner vary the provisions of the Zoning Ordinance, Master Plan Reports or Official Map.*

The proposed design and requested waiver will not in any manner vary the provisions of the Zoning Ordinance, Master Plan or Official Map.

If you have any questions, or require additional information, please contact me at (603) 731-9883.

Very truly yours,

WILCOX & BARTON, INC.



Erin R. Lambert, P.E, LEED AP
Vice President of Civil Engineering

July 13, 2021
City of Concord Planning Board
City Hall
41 Green Street
Concord, New Hampshire 03301

**RE: Waiver Request
Community Bridges
162 Pembroke Road, Concord, New Hampshire**

Dear Planning Board:

On behalf of Community Bridges and in support of the site plan application referenced above, Wilcox & Barton, Inc. hereby requests the following waiver from the Site Plan Regulations:

A waiver to Section 21.02, Sidewalks Required, to allow for the sidewalk to remain as existing and not be extended, where the City of Concord Master Plan reflects a possible extension of the sidewalk in the vicinity of the project area.

The proposed development is located on Pembroke Road, which currently has a sidewalk that terminates at Guay Street. The City of Concord Master Plan reflects the sidewalk extension to Sheep Davis Road. However, the proposed development/Site Plan Application is not located on the same side of the roadway where the sidewalk is located (North side), and the utility poles are located on the project parcel side of the roadway (South side). To comply with the Site Plan Regulations, the project would have significant financial impacts for the sidewalk construction to cross the road and maneuver around the utility pole locations. This would require a waiver which staff would likely not support. If there was not a waiver for this, then the owner would need to relocate the poles at a great cost to the project (if the utility company even allows for relocation). As a nonprofit, this would be detrimental to the project. Therefore, relief is requested from the Site Plan Regulations, which would allow for the project scope to remain consistent and solely on-site. The criteria for this request are detailed below.

1. *The granting of the waiver will not be detrimental to the public safety, health, welfare or injurious to other property.*

The proposed development shall maintain the existing pedestrian access ways, so there will be no impact to public safety, health, or welfare. No alteration to the current sidewalk location is proposed. The waiver would allow for a financially feasible scope of work for the Site Plan Application, which would result in the scope being contained on the project parcel.

2. *The conditions upon which the request for a waiver is based are unique to the property for which the waiver is sought and are not applicable generally to other properties.*

The property is unique because of the location and the proximity to the existing sidewalk. The sidewalk terminates approximately 800 feet away from the project parcel and is located on the other side of the roadway (North side). The utility poles are located on the same side as the project parcel (South side), which would preclude constructing a sidewalk on the project parcel side of the roadway without going around or relocating at least five utility poles – if the utility company would allow relocations of these poles. As a result, it would be most feasible to waive the requirement of the sidewalk, which would allow for the sidewalk (existing and proposed) to remain on the current side of the roadway, as intended.

3. *Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, an unnecessary hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out.*

Strict conformance to the sidewalk required regulations would provide a hardship to the owner due to the cost of the extension. The sidewalk currently is not located on the Southern side of the roadway, so the sidewalk would need to cross the roadway and then be located on the same side as the utility poles. Strict conformance would cause unnecessary hardship for the project parcel. The proposed project is simplistic in nature (parking lot expansion, ADA compliant entrance for the building, internal renovation of the building), so the increased scope of the sidewalk would impede on their project financially. Additionally, the scheduling of the project may be impacted as a result.

4. *Specific circumstances relative to the site plan or conditions of the land where a site plan is proposed indicate that the waiver will property carry out, or not be contrary to, the spirit and intent of these regulations.*

The spirit and intent of these regulations is maintained by retaining the existing sidewalk. The waiver allows for the site improvements to occur on-site and to be contained on the owner's property.

5. *The waivers will not in any manner vary the provisions of the Zoning Ordinance, Master Plan Reports or Official Map.*

The proposed design and requested waiver will not in any manner vary the provisions of the Zoning Ordinance, Master Plan or Official Map.

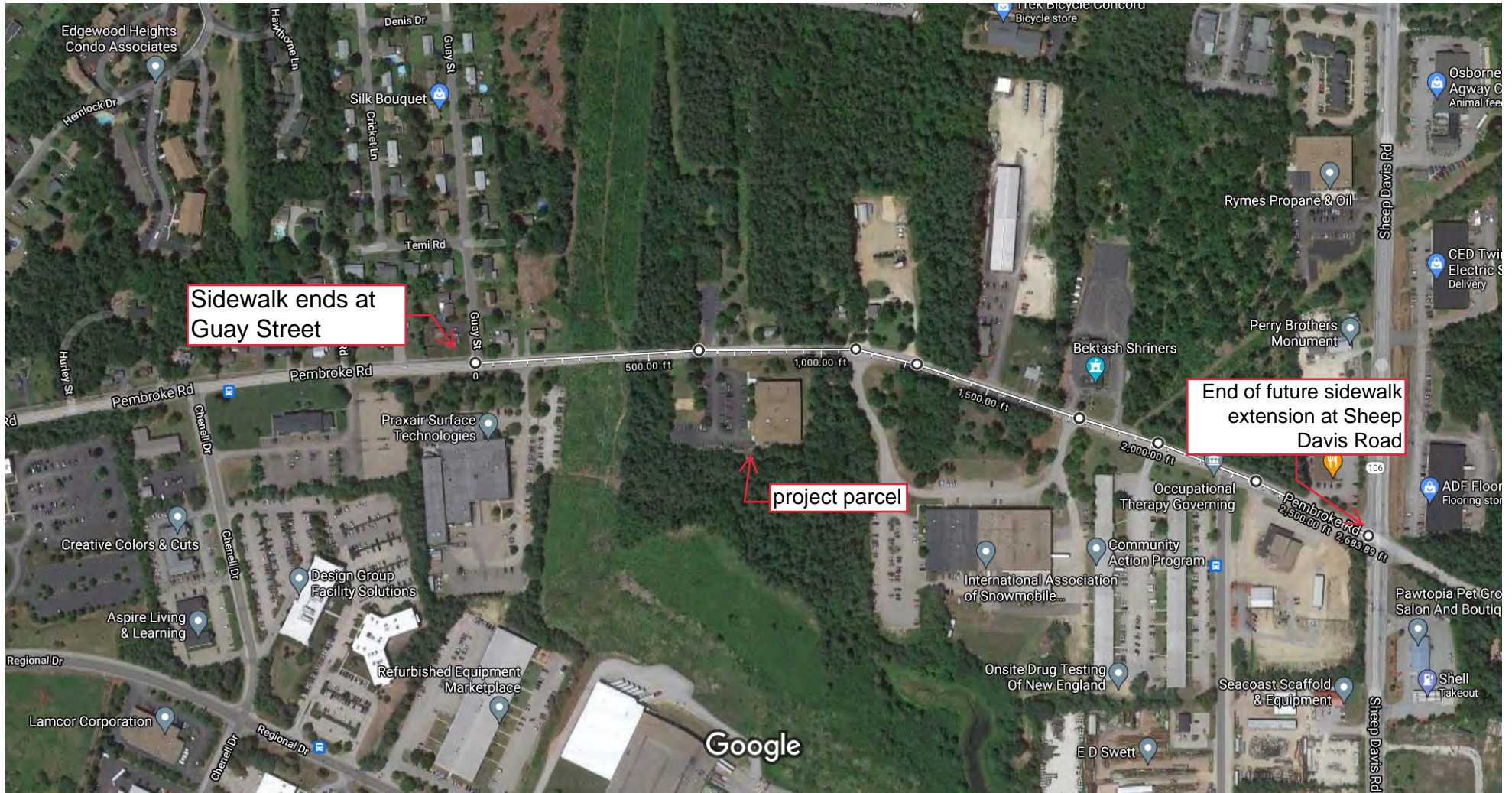
If you have any questions, or require additional information, please contact me at (603) 731-9883.

Very truly yours,
WILCOX & BARTON, INC.



Erin R. Lambert, P.E, LEED AP

Vice President of Civil Engineering



Imagery ©2021 CNES / Airbus, Maxar Technologies, USDA Farm Service Agency, Map data ©2021 200 ft

Measure distance
Total distance: 2,683.89 ft (818.05 m)



Imagery ©2021 Maxar Technologies, Map data ©2021 50 ft

SITE PHOTOS



Figure 1: (2021-06-15) Southern view of the parcel entrance with connection to existing building.



Figure 3: (2021-06-15) Extent of existing pavement of western parking lot.



Figure 2: (2021-06-15) Southwestern view of area of proposed parking expansion.



Figure 4: (2021-06-15) Eastern view of southern side of building with existing catch basin.



Figure 5: (202-06-15) Southern view of existing building (eastern side) where proposed sidewalk shall be constructed around the building.



Figure 6: (2021-06-15) Northern view of western side of building and existing sidewalk.



Figure 7: (2021-06-15) Northern view of the northeastern corner of the parking lot/pedestrian access to be reconstructed.



Figure 8: (2021-06-15) Southeastern view of the existing building front where proposed sidewalk shall be constructed around the building.