



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

Staff Report for Planning Board

August 20, 2025

Project Summary – Major Site Plan (RSA 674:54)

Project: Beaver Meadow Golf Facility (2025-094)
Property Owner: City of Concord
Applicant: The H.L. Turner Group Inc
Project Address: 1 Beaver Meadow Drive
Tax Map Lot: 302Z 81

Project Description:

The City of Concord is proposing to construct a 9,295-square-foot clubhouse, inclusive of outdoor patio areas, and parking reconfiguration, and other site improvements at 1 Beaver Meadow Drive in the Open Space Residential (RO) District.

In accordance with RSA 674:54, the project is subject to a non-binding review by the Planning Board. The Planning Board may provide non-binding written comments relative to conformity or nonconformity of the proposal with normally applicable land use regulations. In accordance with state law, governmental land uses are exempted from local land use regulations.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 32-sheet plan set titled “Beaver Meadow Golf Facility” prepared by The H.L. Turner Group Inc, dated July 16, 2025; a 6-sheet existing conditions plan set titled “Existing Conditions Plat Beaver Meadow Golf Course” prepared by Richard D. Bartlett & Associates, LLC, dated April 21, 2023; a 1-sheet exterior elevation sheet, titled “Beaver Meadow Golf Course” prepared by The H.L. Turner Group Inc, dated July 15, 2025; an undated, 1-page narrative letter titled “Beaver Meadow Golf Course Clubhouse Project” prepared by The H.L. Turner Group Inc; an undated 5-page collection of existing photos, prepared by The H.L. Turner Group Inc; and a 28-page Stormwater System Inspection and Maintenance Manual, prepared by The H.L. Turner Group Inc, dated October 17, 2024.

1. Project Details and Zoning Ordinance Compliance:

Zoning District: Open Space Residential (RO) District
Existing Use: Municipal Golf Course and Clubhouse
Proposed Use: No Change

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

Wetlands: None
Wetlands Buffers: None

Zoning Code Item	Required	Existing	Proposed
Minimum Total Area	2 acres	Not Provided	Not Provided
Minimum Buildable Land	20,000 square feet	Not Provided	Not Provided
Minimum Lot Frontage	200 feet	Not Provided	Not Provided
Minimum Front Yard	50 feet	Not Provided	Not Provided
Minimum Rear Yard	50 feet	Not Provided	Not Provided
Minimum Side Yard	40 feet	Not Provided	Not Provided
Maximum Lot Coverage	10%	Not Provided	Not Provided
Maximum Building Height	35 feet	Not Provided	Not Provided
Parking Area	Not Provided	Not Provided	Not Provided
Interior Landscape Area	Not Provided	Not Provided	Not Provided

2. General Comments:

- 2.1 The Assessing Department review the application and commented that there has been no impervious surface tabulation provided.
- 2.2 The Engineering Services Division reviewed the application and noted the following:
- The following permits will need to be obtained from the Engineering Services Division:
 - Excavation Permit
 - Utility Connection Permits (Drain, Sewer, and Water)
 - Driveway Permit
 - Other Permits deemed necessary by the City Engineer
- 2.3 The Fire Department reviewed the application and had no general comments.
- 2.4 The General Services Department reviewed the application and had the following general comments:
- Recommend removing the sewer chimney and replacing it with either a wye connection or a sanitary sewer manhole.
 - Concern about material movement downstream due to the discontinuation of upstream connections.
 - Will there be an internal or external grease trap?
 - Will the 8-inch sanitary sewer line from SMH #238 to SMH #237 be abandoned in place or removed?
 - Beaver Meadow Drive currently has a 6-inch CLCI pipe installed in 1967. The plans show an 8-inch DI line going into the building. Has there been any consideration for upgrading the existing 6-inch CLCI pipe?
 - Will the 6-inch water line used for snowmaking be metered?

3. Site Plan Regulations Compliance:

- 3.1 Section 12.02 *All Applications* requires that all plans and drawings contain a title block with plan title, name and address of owner, name and address of applicant, date of plan preparation and subsequent revisions, and name, address, and seal of licensed professionals; scale; north arrow; and bar scale. Specifically: the title of the 6-sheet existing conditions plan set, the 32-sheet civil plan, and 1-sheet architectural drawing set are not consistent; the 6-sheet existing conditions plan set and 1-sheet architectural plan set need to be included inside the civil plan set to create one plan set, correctly numbered, all with matching title block information, including title of the plan; and the name and address of the owner is missing on both plan sets.
- 3.2 Section 12.03 *Plan Certification* requires plan preparation, with signatures and seals, by appropriate design professionals. Specifically, sheet C0.3 shows delineated wetlands, but does not provide a signature and seal of a New Hampshire certified wetland scientist.
- 3.3 Section 12.04 *Location Plan* requires that a location plan be present on either the site plan or the cover sheet at a minimum scale of 1" = 400' with certain required information. The location plan is shown on the site plan with all the required information except the following: a minimum scale of 1" = 400'; abutter property lines; the tax assessor's map, block and lot number for abutters and the properties to be developed; and zoning district designations and boundaries.
- 3.4 Section 12.05 *Vicinity Plan* requires that a vicinity plan be present on either the site plan or the cover sheet at a scale between 1" = 1,000' and 1" = 2,000' clearly showing certain required information. No vicinity plan has been provided on the site plan or cover sheet.
- 3.5 Section 12.06 *Plan References* requires that references be present on both the existing conditions plan and the site plan with certain required information. Plan references are provided on the existing conditions plan, but are missing from the site plan.
- 3.6 Section 12.07 *Wetland Delineations* requires wetland delineations are to be prepared by a New Hampshire Certified Wetland Scientist who shall sign and seal the existing condition plan and site plan. The date of the wetland delineation shall be noted on the plans. Note 8 on the existing conditions plan sheet 1 states that jurisdictional wetlands were mapped by Oak Hill Environmental, Dan Geiger CWS #76, on April 7, 2023. However, the signature and seal are missing from the existing conditions plan, and all information is missing from the site plan.
- 3.7 Section 13.01 *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. No copies of any state or federal permits were included with the submittal.
- 3.8 Section 15.03(23) *Tabulations* requires the existing conditions plan to contain certain required tabulations. These tabulations, 15.03(23)(a) through (g) are missing.
- 3.9 Section 15.04(4) *Proposed use* requires each site plan to clearly identify each existing and proposed used planned for the site. This information is missing from Sheet C0.3.
- 3.10 Section 15.04(5) *Addresses* requires the site plan to note the address of each existing and proposed building and unit as approved by the City Engineer. This information is missing.
- 3.11 Section 15.04(23) *Zoning* requires the site plan to show zoning district boundary lines with labels. This information is missing from Sheet C0.3.
- 3.12 Section 15.04(24) *Solid Waste Facilities* requires the site plan show the type and location of existing and proposed solid waste disposal facilities. The dimensions, setbacks, and type of screening along with construction details shall also be provided. No solid waste facility appears to

- be provided on the site plan and shall be added. Alternately, if the site utilizes an alternative form of disposal, a note shall be added to the plan stating as such.
- 3.13 Section 15.04(26) *Lighting* requires the type and location of existing and proposed outdoor lighting, as required in Section 29 *Lighting*, to be shown on the site plan. The location of existing or proposed light fixtures appears to be missing from the Site Plan and shall be added to Sheet C0.3.
- 3.14 Section 15.04(28) *Tabulations* requires the site plan to contain certain required tabulations. These tabulations, 15.03(23)(a) through (p), are missing.
- 3.15 Section 16.02(15) *Landscape Plan* requires as part of the major site plan preparation, a landscape plan prepared, signed, and stamped by a Licensed New Hampshire Landscape Architect shall be provided. A landscape plan is missing from the plan set.
- 3.16 Section 18.03 *Required Parking* requires parking spaces shall be provided in the amount and number as set forth in Section 28-7-2 *Off-Street Parking Requirements* of the Zoning Ordinance. The application does not provide any tabulations on the number of existing parking spaces, required parking spaces, or proposed parking spaces. These tabulations shall be added to the site plan.
- 3.17 Section 18.07 *Parking Lot Aisles* requires aisles in parking lots shall be at least 24 feet in width for two-way traffic. The two-way drive aisle at the northern side of the parking lot appears to only be 23 feet in width and shall be revised to accommodate the full 24 feet required for two-way traffic flow.
- 3.18 Section 18.11 *Perimeter Buffers* requires landscaping buffers set forth in Section 28-4-2 of the Zoning Ordinance shall also be provided for non-residential uses to be developed in both residential and mixed-use zoning districts. The applicant shall demonstrate which landscape buffer is being utilized to satisfy this requirement and show on the site plan and a prepared landscaping plan.
- 3.19 Section 18.13 *Interior Parking Lot Landscaping* requires where the provision of off-street parking for 50 or more vehicles is required, there shall be landscaped open space within the perimeter of the parking lot in the minimum amount of five percent. The site plan shall tabulate and show on the site plan, the required and proposed amount of interior required landscaping.
- 3.20 Section 20.02 *Loading Requirements* requires off-street loading areas shall be provided as required in Section 28-7-13 *Off-Street Loading Requirements*. The applicant shall provide on the site plan, the necessary tabulations to demonstrate if an off-street loading space is required. If required, a loading space, compliant with Section 20, shall be provided.
- 3.21 Section 21.02 *Sidewalks Required* states sidewalks shall be required adjacent to the site along projects on city streets within the Urban Growth Boundary. Staff notes that while sidewalk on Beaver Meadow Drive is not considered in the Pedestrian Master Plan, Beaver Meadow Drive is located within the Urban Growth Boundary, and sidewalk along the frontage is required.
- 3.22 Section 21.03 *Connection to Public Sidewalks* requires for non-residential and multifamily developments, sidewalk connections shall be made from a public street or sidewalk to building(s) on the site. An accessible sidewalk shall be provided from the proposed clubhouse to the public street.
- 3.23 Section 26.01 *Residential District Boundaries* requires site plan applications shall provide buffer areas at residential district boundaries as set forth in the City of Concord Zoning Ordinance, Section 28-4-2. Solid opaque fencing at a minimum of six feet high may be required by the Board

where it is anticipated that lights and noise from parking lots, driveways, buildings and outdoor activities may adversely impact abutting residences. The applicant shall show on the site plan how the required buffer is being satisfied.

- 3.24 Section 26.04 *Non-residential Uses in Residential Areas* requires non-residential uses in residential areas shall be designed to be compatible in scale and harmonious in design with the surrounding residential neighborhood. The Planning Board may require buffers around all or a portion of a non-residential use proposed in a residential district as set forth in Section 28-4-2 of the Zoning Ordinance.
- 3.25 Section 27.03 *Landscape Plans* requires a landscape plan shall be submitted with all site plan applications and when otherwise required by the Planning Board. The applicant shall provide a landscape plan, which shall conform with the requirements of the Zoning Ordinance and Site Plan Regulations, including all required items of Section 27 *Landscaping and Environmental Considerations* of the Site Plan Regulations.
- 3.26 Section 29.01 *General Requirements* requires full cut off fixtures for all parking lots, loading areas, and affixed building lighting. The lighting plan doesn't appear to specifically state if this requirement is satisfied and shall be shown.
- 3.27 Section 29.03 *Parking Lot Lighting* requires where provided, parking lot lighting shall conform to the standards for illumination in Section 28-7-7(j) of the Zoning Ordinance. Specifically, Section 28-7-7(j) requires all parking lot lighting shall be subject to a 4:1 uniformity ratio, which is the ratio of average illumination to minimum illumination is not being satisfied, as sheet LT-1 and LT-3 both show a ratio of 4.88:1, exceeding this limit and shall be revised accordingly.
- 3.28 The Assessing Department reviewed the application and had no compliance comments.
- 3.29 The Engineering Services Division reviewed the application and had the following compliance comments:
 - A) General Compliance Comments:
 - 1) Provide an overall existing conditions plan. Possibly one sheet for Beaver Meadow Drive and another for the rest of the site. This can be in addition to the sheets previously submitted.
 - 2) A copy of any State and Federal permit application shall be submitted. Additionally, any required State and Federal permits required shall be listed on the cover sheet.
 - 3) Provide a utility profile for all the municipal utilities. These profiles shall include showing all municipal and non-municipal utility crossings and include showing any structures with footings, such as the vinyl stockade fence shown on Sheet C2.1, pursuant to Section 16.02(14).
 - 4) Provide a truck turning template for a Concord fire truck, pursuant to Section 19.07.
 - 5) Provide a Stormwater Management Report, pursuant to Section 22. Ensure the pre-development flow is less than or equal to the post-development flow.
 - 6) Provide the minimum water pressure on the site, pursuant to Section 23.05.
 - B) Sheet C0.2 General Notes (Civil)
 - 1) Utilities, note 9a – Catch Basins are to have 3foot sumps per Concord Construction Standard Detail SD-6.
 - C) Sheet C0.3 Overall Site Development Plan
 - 1) The wetland buffers and other restriction shall be shown on the overall site development plan pursuant to Section 15.02(5).

- 2) What is the disposition of existing CB 624? The 12inch outlet pipe is called to be removed but not this catch basin.
- D) Sheet C1.1A, Layout and Materials Plan
- 1) The erosion control features shall be turned off of this plan sheet.
 - 2) The curve radii for the proposed driveway, access ways, and islands shall be shown pursuant to Section 18.20.
 - 3) A fire hydrant is shown in the driveway and shall be relocated to a landscape area. If the hydrant is existing, call for its removal.
 - 4) Signage and pavement striping shall be provided pursuant to Section 18.09.
 - 5) Move “Construct Bituminous Asphalt Pavement Parking Lot (Typ.)” text to uncover the parking lot dimension.
 - 6) Dimensions for parking spaces, drive aisles, and access road widths shall be provided pursuant to Section 18.10.
- E) Sheet C1.1B, Layout and Materials Plan
- 1) Vertical granite curbing is called out but the line type does not match the vertical granite curbing line type located on Sheet C0.1-Legend, and shall be revised to match. Ensure that all line types on Sheet C0.1 match the plan view.
- F) Sheet C1.2A Grading and Drainage Plan
- 1) The scupper connection of drainage structure 108 is unacceptable. The Engineering Services Division will not allow a direct connection to an existing 42inch concrete pipe. Instead, a separate off-line catch basin and in-line manhole would be required.
 - 2) CB109 is not visible on this plan and shall be added.
- G) Sheet C1.2B Grading and Drainage Plan
- 1) Label the drain line around the clubhouse perimeter. Make clear which detail is to be used from the detail sheets. Ensure the material, slope, and length of all storm lines are shown.
 - 2) Provide a detail for the drain inlets shown on the drain line around the clubhouse perimeter.
 - 3) Turn off the erosion control permanent check dam symbol on the northwest side of the plan.
 - 4) On the west edge of the parking lot, stockade fencing is shown on top of the underdrain. The 6foot high vinyl fence detail relating to the stockade fencing on Sheet C2.1 shows footings 3.5feet below grade. Ensure the underdrain is 5feet away from the footings for construction purposes.
- H) Sheet C1.2C Grading and Drainage Plan
- 1) Provide a section detail of the stormwater BMP Treatment Swale “B” located east of the tent. Label the dashed line crossing the existing path to clarify its purpose.
 - 2) Label the square, dashed box next to the “Riprap Scour Hole” in the “Stormwater Pond ‘B’ Bioretention w/ ISR.”
 - 3) The connection of the proposed 4inch underdrain into the existing 12inch RCP can be made easier by connecting into CB 101 or DMH 110 instead. Consider these options.
- I) Sheet C1.3 Utilities Plan
- 1) A note states a wall mounted post indicator valve will be constructed for the 6inch waterline. Is this for the future snow making line? How will this line be terminated? These details shall be shown on the plan, including adding a blow-off valve if necessary.
 - 2) The size, material, length and slope of the sanitary sewer pipe shall be shown.

- 3) Replace the chimney shown on the sanitary sewer pipe with a manhole or a wye, pursuant to City of Concord Construction Details SS-1 and SS-2.
 - 4) A minimum 5foot separation shall be provided between the 6inch water, 8inch water, and the UGT/C/FA, where they connect at the building, for construction purposes.
 - 5) The 8inch water line shows a 90° bend where it comes out of the building and shall be revised to two 45° bends.
- J) Sheet C1.4 Phase 1 Erosion Protection and Sedimentation Control Plan
- 1) The silt fence appears to cross through the club house and several contour lines. This shall be revised accordingly.
 - 2) Symbols for a permanent check damn and silt fence are located on the northwest corner of the drawing. However, it does not appear that any grading is occurring at this location. Ensure this check damn and silt fence, and all the erosion control measure, are located correctly, pursuant to Section 27.09.
 - 3) In the Erosion Control Legend, it's hard to tell the difference between silt fence and the double perimeter control symbols. These line type symbols shall have more differentiation between them. It's also hard to see the Diversion Swale/ Dyke symbol on the plans and shall be made more visible.
 - 4) In the legend, inlet protection is shown as a circle but it is shown as a square on the plan view, and shall be adjusted to be the same.
 - 5) The details of this plan are hard to see. The scale number shall be reduced so the erosion control information is easier to see. Ensure all the line types in the legend are shown in plan view, or remove these line types and their details.
 - 6) On the Erosion and Sedimentation Control Notes; On Note (12), change 30 days to 21 days pursuant to Section 27.09(2); add a note stating that all disturbed land shall be recovered with loam and a minimum depth of six inches, pursuant to Section 27.09(3); and, add a note stating the site shall be stabilized to not erode under the conditions of a ten-year storm, pursuant to Section 27.09(5).
- K) Sheet C2.0 Details
- 1) On the Belgard Permeable Paving Detail (PICP Pavement), the following information is needed:
 - i. Detail 1 shows both "3" Total Asphalt Thickness and "4" Bituminous Concrete Pavement and shall be revised to be consistent.
 - ii. Detail 1 shows 1inch of surface course. However, a minimum of 1.5inches is required, pursuant to Section (9)(1)(A)(6)(b) of the City of Concord Construction Standards
 - iii. Detail 3 shows 2inches of hot mix asphalt; however, 3inches is required per Section 3(3)(N) of the City of Concord Construction Standards
 - iv. Detail 4 and 5 need to show 6inches of turf, pursuant to Section 27.09(3).
 - v. Hatchings for each surface type in details 1 through 6 shall be provided on the Layout and Materials plans. Each of these details show they are located on Sheet CX, and shall be revised to the appropriate plan views they are located on.
 - 2) The detail symbols show they're located on Sheet C2.0. However, it should show which plan view its located on, and shall be revised accordingly.
 - 3) The Hot Bituminous Asphalt Pavement Detail shows the pavement will be removed and replaced. The thickness of the removed and replaced pavement shall be added. Additionally, the location where this removal and replacement occurs shall be shown on the plan view with proper hatching.
- L) Sheet C2.2 Details

- 1) The location of the signs shown in the Sign Schedule Detail shall be shown in the plan view
- M) Sheet C2.3 Details
 - 1) On the Pavement Markings – Accessible Parking Space Layout Detail, revise the 24inch distance between paint stripes to 3feet and the 18foot parking space length to 19feet, to conform with City of Concord Construction Detail M-4.
 - 2) Callout the Pavement Markings – Traffic Arrow and the Information Sign Details on the plan view sheet, or remove the details if they are not proposed on the plan.
- N) Sheet C2.5 Details
 - 1) Replace the Storm Sewer / Underdrain Cleanout Detail with City of Concord Construction Detail SD-12, or revise the detail provided to meet or exceed the City standards.
 - 2) On the Aggregate Underdrain and the Trench Drain/French Drain Details, change the depth of washed stone above the pipe from 6inches to 12inches, pursuant to City of Concord Construction Detail SD-1.
 - 3) Callout on the plan view, the location of the Anti-seep Collar Detail and the Stormdrain Outlet Pipe Protection Detail.
- O) Sheet C2.6 Details
 - 1) Replace Typical Storm Sewer Trench Detail with City of Concord Construction Detail SD-1, or revise provided detail to meet or exceed the City Standards.
 - 2) On the Headwall Detail, add geotextile, with underlayment wrapped 1foot of NHDOT Class C stone, pursuant to City of Concord Construction Detail SD-9, or revised the provided detail to meet or exceed the City Standards.
- P) Sheet 2.7 Details
 - 1) On the three Catch Basin Details, show a minimum of 42inches between the storm sewer hood and the inside wall of the catch basin, and show a minimum 5foot diameter for the catch basins, pursuant to Section (6)(2)(C)(6) of the City of Concord Construction Standards.
 - 2) On the Typical Drop Inlet Detail, show a 6inch sump instead of a 2inch sump, pursuant to City of Concord Detail SD-5.
 - 3) On the sheet title, correct the spelling to “Stormwater”.
- Q) Sheet C2.9 Details
 - 1) Replace the Typical Sewer Trench Detail with City of Concord Construction Detail SM-1, or revise the provided detail to be conforming with City standards.
 - 2) Replace the Sewer Clean Out Detail with City of Concord Construction Detail SS-2, or revise the provided detail to be conforming with City Standards. Ensure the cover is marked “SEWER” pursuant to Section 4(3)(D)(1)(f) of the City of Concord Construction Standards.
- R) Sheet C2.11 Details
 - 1) In the Frost Proof Yard Hydrant Detail, add a fourth note stating a backflow preventer is required inside the building for lines connected to this freezeless hydrant, pursuant to Env-Dw 505. Also, callout this detail on the plans, or remove the detail from the plan set if it is not proposed.
- S) Sheet C2.13 Details

- 1) Callout the Concrete Washout Area and the Temporary Vehicle Maintenance Pad Details on the plan view, or remove the details from this sheet if they are not proposed in the plan.
- T) Sheet C2.14 Details
 - 1) State in the title of the Check Dam – Stone and the Check Dam – Haybales Details whether they are permanent or temporary
 - 2) Show a perimeter control line type on the legend and plan view of Sheet C1.4, or remove the Perimeter Control-Erosion Control, Perimeter Control-Compost Sock, and Perimeter Control- Silt Fence Details from this sheet.
- U) Sheet C2.15 Details
 - 1) Show callouts for the Temporary Diversion Swale/Dyke, Temporary Settlement Basin, Temporary Sediment Trap, and Slope Stabilization Details on the plan view, and show symbols for these in the legend on Sheet C1.4. If these protection measures are not used, remove these details from this sheet.
- 3.30 The Fire Department reviewed the application and commented that no emergency vehicular access appears to have been provided to or around the building. Access to the building for emergency response shall be provided.
- 3.31 The General Services Department reviewed the application and had no compliance comments.
- 4. Variances:**
 - 4.1 Variances are not required for a project that falls under RSA 674:54.
- 5. Waivers:**
 - 5.1 Waivers are not required for a project that falls under RSA 674:54.
- 6. Conditional Use Permits:**
 - 6.1 Conditional use permits are not required for a project that falls under RSA 674:54.
- 7. Architectural Design Review:**
 - 7.1 The application was presented to the Architectural Design Review Committee on August 5, 2025. The Architectural Design Review Committee provided the following feedback: add blind windows along the southern elevation; and, to intensify the landscape around all sides of the building, including patio areas, to add an outdoor sense for users and establish shade at outside eating areas.
- 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 provide feedback to the applicant relative to the overall concept and design of the project, staff general comments and compliance comments, and suggestions or concerns of any Board member.

Prepared by: ATB