



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

**Staff Report for Planning Board**

Meeting on April 15, 2026

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

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

**Determination of Completeness:**

When determining the completeness of a major site plan application, the Board shall consider the requirements of Sections 11.05 and 36.14(1) of the Site Plan Regulations, the written recommendation of the Planning Division, and any written communications from the applicant, abutters, and parties of interest; **however, no hearing shall be opened nor shall testimony be received on a determination of completeness.**

**Project Description:**

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

**Compliance:**

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 3-page cover letter and narrative titled “Major Site Plan Review – Multi-family Residential Adaptive Reuse” dated March 18, 2026, prepared by Stonefield Engineering and Design, LLC; a 14-sheet civil plan set titled “Proposed Multi-Family Residential Adaptive Reuse”, dated March 18, 2026, prepared by Stonefield Engineering and Design, LLC; a 12-sheet architectural plan set titled “103 N. State St”, dated February 18, 2026, prepared by Inscription Architects; a 35-page stormwater management statement, dated March 18, 2026, prepared by Stonefield Engineering and Design, LLC; and, a 39-page Stormwater Operations & Maintenance Plan, dated March 18, 202, prepared by Stonefield Engineering and Design, LLC.

**1. Project Details and Zoning Ordinance Compliance:**

Zoning District: Civic Performance (CVP) District  
Existing Use: Office  
Proposed Use: Multi-family Residential (21 Units)  
Overlay Districts:



Section 28-7-7(f) *Driveway Widths* of the Zoning Ordinance requires driveways connecting parking lots to a street or another parking lot shall be at least twenty-four (24) feet in width for two-way traffic flow and at least twelve (12) feet in width for one-way traffic flow.

Section 28-7-11(g) *Driveway Width Reduction* of the Zoning Ordinance states the Planning Board may permit a reduction in the minimum width of a driveway connecting a parking lot to a street or another parking lot as established in Section 28-7-7(f), *Driveway Widths*, of this Ordinance, for those driveways which are designed for two-way traffic flow and where the total traffic using such a driveway does not exceed thirty-five (35) vehicle trip ends on a weekday based upon criteria published in the latest edition of *Trip Generation* by the Institute of Transportation Engineers (ITE). In no case shall the Planning Board permit a driveway designed for two-way traffic flow with a width of less than eighteen (18) feet.

As part of the applicant's effort to widen the driveway to accommodate a 24-foot wide, two-way driveway and satisfy Section 28-7-7(f) *Driveway Widths*, the driveway has been widened and now encroaches the 5-foot separation from property line required by Section 5-1-8 *Permit for Driveways* of the General Code. The applicant has also provided vehicle trip data demonstrating weekday trip ends in excess of 35 vehicle trips, so the provisions permitted by Section 28-7-11(g) *Driveway Width Reduction* cannot be acted upon if requested.

In summary, to conform to the City's General Code, and to be able to receive the required driveway permit, the applicant will need to revise their proposed driveway configuration to maintain a 5-foot separation from the property lines of 101 North State Street. If the applicant is unable to achieve this separation while maintaining the required 24-foot wide driveway they will need to seek zoning variance relief from Section 28-7-7(f) *Driveway Widths*.

**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.

**Based upon the items missing from the application as noted above in Items 1.2 and 1.3, the application is not in conformity with the Zoning Ordinance and, therefore, cannot be considered complete as submitted. Specifically noting that a conditional use permit application will be required for the increase to separation of driveways nonconformity and the driveway setback from a property line is not compliant with the City's General Code and revisions required to achieve compliant will likely require relief from the Zoning Ordinance to allow for a two-way driveway of less than 24-feet in width.**

- 2.2 Per Section 6.01(5) *Conditional Use Permits*, where a conditional use permit is required, no site plan application may be considered complete without a complete conditional use permit application. Conditional use permit applications will be considered concurrently with the site plan application. A conditional use permit application has been submitted in conjunction with this major site plan application as noted in Section 6 of this report.
- 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(4) *Soils*, to not provide soil data on the existing conditions plan.
- b. Section 15.03(7) *Buildings and Structures*, to not provide the exterior dimensions of existing structures on the existing conditions plan.
- c. Section 15.03(8) *Parking, Loading and Access*, to not provide dimensions and number of spaces identified by parking bay.
- d. Section 15.03(17) *Solid Waste and Outside Storage*, to not provide the location of existing solid waste and outside storage facilities.
- e. Section 15.03(23)(a), (b), (c), (d), (e), and (f), to not require the applicant to provide the required tabulations on the existing conditions sheet.

2.6 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(2) *Abutting Property*, to not provide abutting property information on the site plan.
- b. Section 15.04(3) *Parcel Information*, to not require parcel information to be added to the parcel on the site plan. Instead, a certificate of ownership note will be added to the site plan and the property address will be added to the building on the site plan.
- c. Section 15.04(6) *Topography*. The applicant has provided a separate grading and drainage sheet as part of the plan set.
- d. Section 15.04(9) *Streets and Right-of-Way*, to not require location and dimension of the public right-of-way on the site plan.
- e. Section 15.04(13) *Municipal Sewer*. The applicant has provided a separate Utility Plan sheet as part of the plan set.
- f. Section 15.04(14) *Drainage & Erosion Control*. The applicant has provided a separate Grading & Drainage sheet and Erosion Control sheet as part of the plan set.
- g. Section 15.04(15) *Landscaping*. The applicant has provided a separate landscaping sheet as part of the plan set.
- h. Section 15.04(17) *Municipal Water Supply*. The applicant has provided a separate Utility Plan Sheet as part of the plan set.
- i. Section 15.04(19) *Other Utilities*. The applicant has provided a separate Utility Plan Sheet as part of the plan set.

- j. Section 15.04(26) *Lighting*. The applicant has provided a separate Lighting Sheet as part of the plan set.
  - k. Section 15.04(23) (b), (c), (d), (f), to not provide certain tabulations on the site plan.
- 2.7 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.
- 2.8 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.
- 2.9 The Fire Department reviewed the application and provided the following general comments:
- a. Unit 1F appears on every floor in the plan. Is this a design error?
  - b. Apartment unit numbers identification and location to be reviewed for consistency - LL, 100, 200 etc. along with, if possible, apt. 101 is below 201, 201 is below 301 etc..
  - c. Sprinkler Suppression system will be required.
  - d. Fire alarm system will be required.
  - e. Where will the snow be stored?
- 2.10 The Engineering Services Division general comments are noted in the attached 6-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated April 2, 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)(b) requires the title block on all plans and drawings to provide the name and address of the owner and applicant. Specifically, the applicant information is present on the title block but the name and address of the owner is missing and shall be included in the title block throughout the civil plans.
- 3.2 Section 12.02(1) *Title Block* requires the title of the plan; name and address of the owner and applicant; the date the plan was prepared and subsequent revisions; and, the name, address and seal of the licensed professionals who prepared the plan. Specifically, the title of the architectural plans differs from the civil plans and one of the two plan titles needs to be revised for a consistent plan title on the cover sheets and within the title blocks. Additionally, the architectural plan set is missing the name and address of the property owner and the address of the licensed professional who prepared the architectural plans (Inscription Architects). Lastly, the architectural cover sheet incorrectly notes the owner as Remi Hinxhia, and shall be revised to Associated Enterprises, Inc.
- 3.3 Section 12.03(1), Section 15.02(1) *Preparation*, and Section 16.02(1) *Preparation* requires a New Hampshire Licensed Land Surveyor shall prepare, sign and seal the existing condition plan. Specifically, Plan Reference Materials 1 on the cover sheet indicate that a survey was prepared by Richard D. Bartlett & Associates, Inc on November 2025. However, the existing conditions sheet C-2 contains no signature or seal of the NH Licensed Land Surveyor who prepared the existing conditions plan and shall be added.

- 3.4 Section 12.03(3), Section 15.02(1) *Preparation*, and Section 16.02(1) *Preparation* requires landscape plans shall be prepared by a New Hampshire Licensed Landscape Architect who shall sign and seal the landscape plan(s). Specifically, the signature and seal of the NH Licensed Landscape Architect who prepared the landscape plan shall be added to landscape plan, unless if otherwise a waiver has been requested and granted by the Planning Board to not require the landscape plans to be prepared by a NH Licensed Landscape Architect.
- 3.5 Section 12.06(1) *Certificate of Ownership* requires on the existing conditions plan and the site plan a certificate of ownership identifying each parcel, including which property is owned by each owner, and a deed citation for each deed from the Merrimack County Registry of Deeds. Specifically, a reference note shall be added to the existing conditions and site plan sheets identifying the property owner, property address, Tax Map Lot information and applicable deed citation(s).
- 3.6 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, including those required for the development of off-site improvements. Specifically, the applicant shall submit to the City Planning Division a copy of any State or Federal permit application and add a reference note on the site plan indicating the required State or Federal permits. If no State or Federal permits are required, the reference note shall indicate that no State or Federal permits are required are part of this application.
- 3.7 Section 15.02(8) *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 shall be provided for the building on the site plan and all abutting properties. The applicant shall coordinate with the City Engineer if the existing addressing of 103 North State Street is going to be changed as a result of the 21 new residential units proposed.
- 3.8 Section 15.03(2) *Abutters* requires on the existing conditions sheet, the full names and addresses of all property owners and abutters as indicated in the records of the City Tax Assessor not more than five (5) days before the filing of the application. The Tax Assessor's Map-Block-Lot number for each parcel. Specifically, the full names, addresses, and Map-Block-Lot information is missing from the owner parcel and all abutting parcels and shall be added.
- 3.9 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 including all structures, valves, hydrants, meters, and other appurtenances. Specifically, the sanitary sewer service on the existing conditions plan needs to be labeled as sanitary sewer, and shall also include both the size and material(s).
- 3.10 Section 15.03(11) *Non-Municipal Utilities* requires on the existing conditions sheet, the location, type and size, where applicable, of the non-municipal utilities which currently serve the site including transformers, switch boxes and other appurtenances. Specifically, the size and material of the existing gas service shall be provided on the existing conditions sheet.
- 3.11 Section 15.03(13) *Flood Hazard* requires on the existing conditions sheet, a notation as to whether or not the property is located in a FH-Flood Hazard Zoning Overlay District. Specifically, a note shall be added to the existing conditions sheet stating whether or not the property is located within the City's Flood Hazard (FH) Overlay District.
- 3.12 Section 15.03(22) *Abutting Properties* requires on the existing conditions sheet existing abutting properties including intersecting property lines, buildings, wells and septic systems, owners name

- and address, property address, and Tax Assessors Map-Block-Lot number. Specifically, abutting property lines, buildings, owners names and address, and Map Block Lot information shall be added to the existing conditions sheet.
- 3.13 Section 15.03(24) *Zoning* requires on the existing conditions sheet Zoning District Boundary lines, including Overlay Districts with labels be provided. Specifically, the Zoning District Boundary lines and labels are missing from the existing conditions sheet and shall be added.
  - 3.14 Section 15.04(1) *Property Lines* requires on the site plan the property lines of the parcel to be developed with bearings and dimensions. Specifically, the bearings and dimensions of the parcel's property lines shall be added to the site plan.
  - 3.15 Section 15.04(4) *Proposed Use* requires each site plan shall clearly identify each existing and proposed use planned for the site. Specifically, a note shall be added to the site plan clearly identifying the existing and proposed use.
  - 3.16 Section 15.04(20) *Flood Hazard* requires on the site plan that a notation as to whether or not the property is located in a Flood Hazard (FH) Overlay District. Specifically, a note shall be added to the site plan sheet stating whether or not the property is located within the City's Flood Hazard (FH) Overlay District.
  - 3.17 Section 15.04(23)(g) requires on the site plan a tabulation of the total number of dwelling units, and total number of dwelling units by type and number of bedrooms. Specifically, a note shall be added to the site plan for the total number of dwelling units and the total number of dwelling units by type and bedrooms.
  - 3.18 Section 15.04(23)(L) requires on the site plan a tabulation of required parking and loading areas, including handicapped and compact spaces. Specifically, the tabulation of required handicap accessible spaces shall be added to the parking tabulations on the site plan.
  - 3.19 Section 16.02(18) *Demolition Plan* requires where building, site improvement, or utility demolition is proposed, a demolition plan shall be provided. The demolition plan shall show the extent of removal of all building, structures, pavement, and landscaping, etc. Specifically, sheet C-6 indicates that the contractor will confirm feasibility to reuse all existing utilities. The feasibility of all existing utilities needs to be confirmed prior to final approval of the site plan for all municipal and non-municipal utilities; the demolition and utility plans shall be revised to incorporate limits of disturbance as necessary; and, the site plan and demolition plans shall be revised to show the restoration limits.
  - 3.20 Section 16.03(5) *Windows, Doors, and Roofs* requires on the architectural plans, 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 architectural elevations shall be revised to include the type and pitch of the roofs and size and spacing dimensions for all windows and door openings.
  - 3.21 Section 16.03(7) *Colors and Materials* requires on the architectural plans, the proposed colors and materials to be use for all siding, roofs, foundations, trim, doors, windows, mechanical equipment, and all other apparent features shall be noted on the architectural elevations. Specifically, the architectural elevations shall show the proposed colors to be used for siding, roofs, foundations, trim, doors, and windows. The architectural elevations shall also show mechanical equipment proposed as part of the project, or provide a note stating that there is no roof or ground mounted mechanical equipment proposed.

- 3.22 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. Specifically, a colored rendering of each elevation shall be provided.

**Site Plan Regulations Compliance:**

The submittal was found to be compliant with all other sections of the Site Plan Regulations, except as listed below, noting that the items below are missing as required for full compliance but are **not required to deem the application complete. determination of completeness.**

- 3.23 Section 13.02(8) *State and Federal Permits* requires prior to final approval, copies of approval for any required State or Federal Permits. Specifically, prior to final approval, copies of approval for any required State or Federal Permits shall be provided to the City Planning Division.
- 3.24 Section 18.06 *Handicap Accessible Spaces* requires parking spaces for vans carrying handicapped individuals shall contain a rectangular area of at least 19-feet in length and 11-feet in width, together with an access aisle of 5-feet in width immediately adjacent to the parking space. Whereas only 1 accessible space is provided and required it shall be van accessible. Specifically, the proposed dimensions of the accessible space and adjacent access aisle shall be revised so that the space is 11-feet wide and the access aisle is 5-feet in width to conform with Section 18.06 of the Site Plan Regulations and City of Concord Construction Detail M-4 *Parking Space Layout*.
- 3.25 Section 18.17 *Tree Plantings* requires one tree shall be planted for each 1000 square feet of any proposed parking area including parking spaces, internal landscape islands, access aisles, driveways, fire lanes, and other vehicular circulation areas. Specifically, the applicant is proposing 2 new trees and to maintain 3 existing trees for 5 trees meeting the requirements of the less strict Section 28-7-10(d) Landscape Material Standards of the City's Zoning Ordinance. Where a conflict between two provisions occurs, the more strict shall apply. Specifically, the applicant shall revise their tree tabulations and tree plantings to meet the requirements of 1 tree per every 1,000-square-feet unless a waiver is requested and approved from Section 18.17 *Tree Plantings* to allow 1 tree per 2,000-square-feet of parking area, access aisles, and driveways instead of 1 tree per 1,000-square-feet.
- 3.26 Section 18.17 *Tree Plantings* states existing trees preserved on the site may count on a one for one basis when located within twenty (20) feet of any parking lot, access aisle, vehicular sale or rental area, driveway or loading area. Specifically, near the western corner of the building and accessible parking area, the applicant has identified an existing tree to remain being counted toward the total tree count. However, this tree is located on the property of 105 North State Street and cannot be included a part of the existing trees being counted toward the total required tree tabulations.
- 3.27 Section 18.21 *Snow Storage* requires provisions shall be made for snow storage in the design of all parking areas and snow storage areas shall be shown on the site plan. Snow storage areas shall be functional and designed to avoid damage to landscaping, to not impede site drainage, to not block pedestrian ways, or hinder vehicular access or block site lines at intersections, either on or off site. Specifically, the site plan shall show and note any and all provisions for snow storage of the site.
- 3.28 Section 20.01 *Solid Waste Facility Standards* requires all areas where refuse or recycling containers are to be located as well as the area for the accommodation of vehicles which empty these containers, shall be provided as set forth in Article 28-7, Access Circulation and Parking of

the City of Concord Zoning Ordinance, and the City of Concord Construction Standards and Details, as most recently adopted, and in accordance with these as these regulations.

Section 28-7-14(b) *Location of Refuse Container Loading Area's* requires refuse container loading areas shall be designed to allow a collection vehicle to maneuver safely and conveniently to and from an adjacent street without any maneuvering, backing, or standing on any street.

Specifically, a vehicle turning template shall be provided demonstrating that the enclosure will be able to be safely and conveniently accessed and serviced by the servicing vehicle. If the proposed location cannot be safely and conveniently accessed then the location of the dumpster enclosure shall be relocated.

- 3.29 Section 20.06 *Solid Waste Facility Screening* requires a solid waste disposal or recycling facility unless blocked from view from the public right-of-way and abutting properties by buildings or walls, shall be provided with solid opaque gates for the fenced enclosure. Specifically, the dumpster does not appear as though it will be entirely screened from view from the abutting 105 North State Street property and a gate shall be added to the front of the fence enclosure. A gate detail shall also be added to sheet C-12 *Construction Details*.
- 3.30 Section 20.07 *Design of Solid Waste Disposal Areas* requires the design of the screening shall be compatible with the architecture of the proposed development. Specifically, the Board on Board fence detail on Sheet C-12, intended for the dumpster enclosure does not specify the color or stain proposed and shall be added to the detail notes.
- 3.31 Section 21.02 *General Requirements* requires both on-site, and off-site, sidewalks and other pedestrian facilities shall be provided in locations which are functional and efficient and which enhance pedestrian safety. Specifically, the accessible route from the accessible parking location to the accessible entrance requires significant travel in the 24-foot wide, 2-way drive aisle. The accessible access from the parking spaces to the accessible entrance shall be revised to provide for a safer route. Staff would recommend the applicant explore the feasibility of providing the accessible space at or near the location of the current dumpster enclosure to shorten the distance travelled.
- 3.32 Section 26.02 *Mechanical Equipment* requires roof top and ground mounted mechanical equipment shall be provided with full screening from both abutting properties and public rights of way. Specifically, the applicant shall show any proposed rooftop or ground mounted mechanical equipment on the site plans or architectural plans as applicable. If no roof top or ground mounted is proposed, a note shall be added accordingly. The applicant shall also show the location of any existing or proposed external utility meters on the site plan and architectural elevations for review by the Architectural Design Review and Planning Board.
- 3.33 Section 27.07(4) *Biodiversity* requires proposed trees shall be selected to encourage biological diversity. No more than twenty-five (25%) percent of the trees to be planted in any development shall be of the same species. The applicant is proposing 9 arborvitae evergreen trees to meet certain screening requirements of the site. Specifically, the applicant shall revise the planting schedule to include a mix of evergreens that will satisfy the screening requirements and the biodiversity requirements, unless a waiver from this section is otherwise obtained.
- 3.34 Section 27.07(6) *Planting Specifications* requires all plant materials shall be planted in accordance with the City of Concord's Construction Standards and Details. Specifically, the proposed landscaping details on Sheet C-11 shall be replaced, or revised to meet or exceed the City Construction Details L-1 through L-9. Additionally, a note shall be added on the landscaping sheet that all work shall conform to the City of Concord Construction Standards and Details.

- 3.35 Section 29.04 *Building and façade lighting* requires all building and canopy lighting shall meet the standards contained in Article 28-7-7(j), Illumination of Parking Areas of the City of Concord Zoning Ordinance, and the standards established herein. Specifically, tabulations shall be provided on the lighting plan demonstrating that the building lighting meets or exceeds the requirements from Section 28-7-7(j) of a 4:1 lighting uniformity ratio, which is the ratio of average illumination to minimum illumination.
- 3.36 Section 29.07 *Nuisance and Glare* requires light trespass beyond property boundaries greater than two-tenths (0.2) foot candles anywhere above the horizontal plane shall be considered non-compliant. Specifically, the lighting plan appears to show a foot candle measurement of 0.3 outside of the property boundaries at the driveway connection to North State Street and shall be revised so that no light trespass beyond property boundaries is greater than 0.2-foot candles.
- 3.37 In addition to remaining on the cover sheet of the civil plan set, the Planning Board approval block also needs to be added to Sheet C-4 Site Plan.
- 3.38 Whereas architectural design review approval is required for this application, the architectural plans are shall be incorporated as part of the final approval. The applicant shall provide on the cover sheet of the architectural plans a sheet index and the Planning Board approval block, or the civil and architectural plans may be combined into a single project plan set with the architectural sheets listed in the sheet index.
- 3.39 The Engineering Services Division compliance comments are noted in the attached 6-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated April 2, 2026.

**4. Variances:**

- 4.1 No variances had been requested for this application.

**5. Waivers:**

- 5.1 No waivers had been requested as part of this application.

**6. Conditional Use Permits:**

- 6.1 The applicant requests approval for a conditional use permit pursuant to Section 28-4-5(e)(1) *Mixed Use Component Required* to waive the requirement to provide a nonresidential use on a lot larger than 20,000-square-feet that is located within the Civic Performance (CVP) District.

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

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

**Review:** The applicant has not provided information addressing this criterion. **Because the applicable information relative to this criterion has not been provided, Staff cannot determine at this time if this criterion has been met.**

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

**Review:** The applicant has not provided information addressing this criterion. **Because the applicable information relative to this criterion has not been provided, Staff cannot determine at this time if this criterion has been met.**

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

**Review:** The applicant has not provided information addressing this criterion. **Because the applicable information relative to this criterion has not been provided, Staff cannot determine at this time if this criterion has been met.**

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

**Review:** The applicant has not provided information addressing this criterion. **Because the applicable information relative to this criterion has not been provided, Staff cannot determine at this time if this criterion has been met.**

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

**Review:** The applicant has not provided information addressing this criterion. **Because the applicable information relative to this criterion has not been provided, Staff cannot determine at this time if this criterion has been met.**

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

**Review:** The applicant has not provided information addressing this criterion. **Because the applicable information relative to this criterion has not been provided, Staff cannot determine at this time if this criterion has been met.**

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

**Review:** The applicant has not provided information addressing this criterion. **Because the applicable information relative to this criterion has not been provided, Staff cannot determine at this time if this criterion has been met.**

**7. Architectural Design Review:**

- 7.1 The applicant is scheduled to appear before the Architectural Design Review Committee for a recommendation on architectural design review on May 5, 2026.

**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 not all criteria for completeness have been met, and that the application does not contain sufficient information and detail for a full review and action by the Board. Including items required by Sections 12, 13, 15, and 16 of the Site Plan Regulations as outlined in Section 3 of the staff report. Additionally, Section 15.01(10) requires accompanying conditional use permit applications with a site plan application to be complete. Staff have determined the submission of the conditional use permit applications to be incomplete for a complete review by the Planning Board, as outlined in Section 6 of the staff report. Lastly, Section 6.01(4) requires that in order to be determined complete, a major site plan application is required to be conforming with the Zoning Ordinance. Staff have determined the application as currently submitted is not in conformity with the Zoning Ordinance, as identified in Section 1 and 2.1 of this report.

**Based upon staff's review of the application, it is recommended that the Board move to:**

- **Determine the application incomplete;**
- **Advise the applicant to address the incomplete items noted in Section 1, 2,3 and Section 6 of the staff report, revise and resubmit the plan set. Additionally, the Board should recommend that applicant also review and consider the compliance comments provided by City Engineering prior to future plan resubmissions.**

9.2 However, if the Planning Board, after reviewing the application vote to determine the application as complete, despite staff's recommendation above, then the Board should 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 May 20, 2026



**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:** April 2, 2026  
**SUBJECT:** Prop. Multi-Family, Res. Adaptive Reuse- Major Site Plan  
Engineering Review  
103 N. State Street, Map 6414Z, Lot 1; City Project 2026-028

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

- Proposed Multifamily Residential Adaptive Reuse Plans by Stonefield Engineering and Design, dated March 18, 2026
- Project Narrative by Stonefield Engineering and Design, dated March 18, 2026
- Stormwater Management Plan by Stonefield Engineering and Design, dated March 18, 2026
- Stormwater Operations and Maintenance Plan by Stonefield Engineering and Design, dated March 18, 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.

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**1. General**

- a. Provide any State and Federal permits required, pursuant to CSPR 13.02(8).

**2. Stormwater Management Plan**

- a. Include the pipe sizing in the existing and proposed HydroCAD analysis, pursuant to CSPR 16.02(12)(a) and 22.07(1).

### 3. Sheet C-2: Existing Conditions Plan

- a. Show the existing sanitary-sewer service-line size, material, and slope, and the rim and invert elevations of existing manhole 1084 and downstream manhole 1083 and the pipe length between them, pursuant to CSPR 15.03(10). Show drainage manhole 1083 on the plans.
- b. Show the existing rims and inverts of storm manhole 4901 and onsite catch basin 1312 and the length of pipe between them, pursuant to CSPR 15.03(10).
- c. Show existing easements and restriction information, pursuant to CSPR 12.06(2,3). If none exist, indicate as such.
- d. Show the existing address on plan view, pursuant to CSPR 15.04(5).
- e. Show the North State Street Right of Way width, pursuant to CSPR 15.04(9).
- f. The Existing Conditions Plan appears to be a boundary survey and needs to be stamped by a licensed land surveyor. Or, in the alternative, substitute a stamped Richard D. Bartlett & Associates survey plan.
- g. A lot of the text on the existing conditions plan, including boundary data, is obscured by lines and/or physical feature line types. The plan should be cleaned up so that all of the text is readable.

### 4. Sheet C-4: Site Plan

- a. Asphalt curb and curb transitions are not allowed, pursuant to CCSD Section 3(3)(C) and CSPR 18.19. Please replace them with granite.
- b. Please provide CCSD Detail CR-3 for handicap ramps.
- c. Please show a striped, accessible path of travel from the handicap unloading area to the front entrance, pursuant to 2010 ADA Standards requirements and CSPR 21.04, and as referenced in ADA Note (5) on Sheet C-5.
- d. Please provide a detail with elevations for the main (side) entrance, steps, handicap ramp, and accessible path of travel.
- e. Show snow storage locations, pursuant to CSPR 18.21. Ensure all snow is removed from the accessible path of travel.
- f. Label the type of sign used adjacent to the handicap parking space, pursuant to CSPR 18.09.
- g. Provide an asphalt sidewalk detail for the proposed sidewalk in the ROW.

- h. Show driveway flares where the proposed drive connects to N. State Street, as required in Detail D-5 on Sheet C-13, and pursuant to CSPR 18.10.
- i. Show a callout for the onsite curbing to be vertical granite.
- j. Add CCSD Detail M-8, Single Dumpster Pad, to a detail sheet, pursuant to CSPR 20.07.
- k. Confirm that the parking area is to be reconstructed per the Full Depth Asphalt Pavement Detail on sheet C-12 and call out on Site Plan.
- l. Please include any proposed easements, restrictions, or covenants, pursuant to CSPR 16.02(9). If none exist, indicate as such.
- m. This sheet and subsequent sheets should include the boundary line data.

#### **5. Sheet C-5: Grading Plan**

- a. Please show grades at the driveway entrance that reflect the 2% slope required by Detail D-5 on Sheet C-13. The intent is to create a high point in the driveway entrance to separate street runoff from parking lot runoff.
- b. The curb heights shown are only 0.5'; however, 7" vertical granite curbing shown on Sheet C-13 requires a 0.58" height. Please revise the TC and BC height differential to be 7".

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

- a. The existing 1" domestic water service is not large enough to support this proposed development. Consider using the existing 6" fire line for domestic purposes also, or upsize the 1" pipe, pursuant to CSPR 15.04(17) and 16.02(14)(a), and 23.04(6).
- b. The existing 5"/6" sewer service is insufficient to service the proposed 21 units. Multi-family units require a minimum of 6" diameter pipe. Please replace with a new pipe of sufficient size as per CCSD 4.03.B.14 and CSPR 24.05.

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

- a. Replace the Stabilized Construction Access Detail with CCSD Detail E-1.

#### **8. Sheet C-12: Construction Details**

- a. On the Full Depth Asphalt Pavement Detail, change the “1” deep” to “1.5” deep,” pursuant to CCSD Detail R-11. Include CCSD Details R-11 and R-12 on this sheet. Please show in plan view the sawcut line for the asphalt.
- b. Remove the Parking Stall Markings, Accessible Parking Stall Markings, and Stop Bar & Arrow Details, and replace them with CCSD Details M-3-5.
- c. Callout on plan view the location the Concrete to Asphalt Transition Detail references.
- d. Add a handicap sign to the Sign Data Table Detail. Remove the Sign Post Detail and replace it with CCSD Detail M-1.
- e. Remove the Asphalt Curb Detail.
- f. In the Reinforced 6” Concrete Mat Detail, Note (2), replace 1” thickness with “thickness shall be a minimum depth of ¼ thickness of slab,” pursuant to CCSD Section 3(3)(O)(4). Show a callout on plan view of this detail, or remove the detail from this sheet.
- g. On the Accessible Entrance Landing Detail, the landing must be a minimum of 60”, pursuant to 2010 ADA Standards 405.7.3.

#### **9. Sheet C-13: Construction Details**

- a. Callout on plan view the location the Slope to Vertical Granite Curb Transition and the Vertical Granite Curb Details reference.
- b. Show a detail for and callout on plan view the Accessible Path of Travel required on Sheet C-4 from the handicap ramp unloading area to the front entrance.

#### **State/Federal Permits**

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

NHDES Sewer Connection Permit

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

#### **Post-Approval/Pre-Construction Requirements**

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

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

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

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

3. Per Site Plan Regulation 36.24, the Applicant is responsible for paying engineering permit inspection fees to ensure work is consistent with City standards and the Approved Plans.

Prior to scheduling the pre-construction meeting, the Applicant should apply for the required Engineering permits listed above and provide an estimate of the anticipated number of inspections for review by Engineering. The Applicant shall provide a project schedule when applying for the required permits.

The permit fees shall be paid prior to scheduling the pre-construction meeting.

4. Establish a performance surety (bond, letter of credit, or cash deposit) for work within the Right-of-Way and proposed public improvements or common private improvements per Subdivision Regulation 10.09, prior to subdivision plat signature 13.02 (7) and 30.01. An engineer's cost estimate, prepared by the Applicant and based on the current NHDOT weighted average unit prices, shall be submitted a minimum of two weeks prior to scheduling the pre-construction meeting.
5. When above requirements have been met, request to set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc. Engineering permits will not be authorized (unless explicitly stated otherwise) until final revised plans have been submitted and approved to the satisfaction of Planning and Engineering.

### **Construction Requirements**

1. Shop drawings/submittals shall be submitted to Engineering for the proposed water, sewer, drainage improvements as applicable.
2. Per Site Plan Regulation 12.09, prior to issuance of a Certificate of Occupancy (CO), the contractor shall submit digital as-built drawings that are to the satisfaction of

Engineering and conforming to the Engineering as-built checklist. A copy of the as-built drawing requirements is available on the Engineering Services Division section of the City of Concord website.