



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

Staff Report for Planning Board

Meeting on May 20, 2026

**Project Summary –Major Site Plan and Architectural Design Review
Determination of Completeness**

Project: Multifamily Conversion with Commercial Retail Space– Major Site Plan (2026-040)
Property Owner: 3 JB Properties LLC
Applicant: Wilcox & Barton, Inc.
Property Address: 47-49 South St
Tax Map Lot: 7413Z 9

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 to constructing a 2-story 3,500 SF commercial addition with a basement, the converting the addition and the 3-story portion of the existing building into 5 residential townhouses. The proposed site improvements include updates to the paved parking areas, site lighting, landscaping, and stormwater controls.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 2-page project narrative, prepared by Wilcox & Barton Inc.; a 9-sheet civil plan set titled “3JB, LLC Mixed-Use Development”, dated April 15, 2026, prepared by Wilcox & Barton Inc.; a 3-sheet architectural plan set, dated January 8, 2026, with revisions through March 10, 2026, prepared by Brandon L. Reed; a 79-page stormwater management plan, dated April 15, 2026, prepared by Wilcox & Barton Inc.; a 1-sheet Landscaping Plan, prepared by Terrain Planning & Design LLC; a 1-sheet Lighting Plan, prepared by Heidi G. Connors with Visible Light Inc.; and, a 2-page waiver request form

1. Project Details and Zoning Ordinance Compliance:

Zoning District:	Urban Commercial (CU) District
Existing Use:	Florist Business
Proposed Use:	Mixed Use Residential and Commercial Retail
Overlay Districts:	
Flood Hazard (FH) District	None
Shoreland Protection (SP) District	None

- a. Section 15.04(10) *Buildings and Structures*, to not require exterior dimensions of existing buildings on the site that are outside of the project area.
 - b. Section 15.04(14) *Drainage and Erosion Control*, the applicant has provided a separate erosion control plan as part of the plan set.
 - c. Section 15.04(15) *Landscaping*, the applicant has provided a separate landscaping sheet as part of the plan set.
 - d. Section 15.04(26) *Lighting*, the applicant has provided a separate lighting sheet as part of the plan set.
- 2.5 Staff notes that building signage location has been shown on the site but does not provide a complete description including dimensioning and lighting in the architectural drawings of this application. The applicant may provide additional details required to review the site signage, including a master sign plan and receive that review as part of the site plans architectural design review approval, otherwise, a separate architectural design review application and approval will be required at the time of the sign permit submissions. If the existing freestanding sign is to be removed or relocated, that should be shown on the current site plan.
- 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 Assessing Division, and the Fire Department reviewed the application and had no additional comments.
- 2.8 The Engineering Services Division general comments are noted in the attached 5-page memo to Kearsten O'Brien from Paul Gildersleeve and Pete Kohalmi, dated May 6, 2026.
- 3. Site Plan Regulations Determination of Completeness:**
The items below are provided in some form, but are either missing some details/components or not fully compliant with regulatory requirements. **These items are required for the application to be deemed complete (unless a waiver from the requirement is otherwise approved).**
- 3.1 Per Section 12.03(4) and Section 16.03(1) *Preparation*, the signature and seal are missing from the architectural plans and shall be provided.
- 3.2 Per Section 12.04 *Location Plan* the plot plan on the cover sheet shall be revised to provide the correct scale and required information from Section 12.04(1) through (10)
- 3.3 Per Section 12.05 *Vicinity Plan* the location map on the cover sheet shall be revised to provide the proper scale and required information of Section 12.05(2).
- 3.4 Per Section 12.06(1) *Certificate of Ownership*, this note has been provided on the existing conditions plan, but is missing from the site plan and shall be added.
- 3.5 Per Section 15.03(23)(f) Useable land area calculations for residential development and net land area calculations shall be provided on the plan.
- 3.6 Per Section 15.03(24) *Zoning Boundary* lines shall be added to the plan.
- 3.7 Per Section 15.04(3) *Parcel Information*, requires that the most current deed reference noting book and page numbers shall be provided on the plan.
- 3.8 Per Section 15.04(5) *Addresses* and 16.02(7) *Addresses*, the site plan shall be revised to include the address of each building on the property.

- 3.9 15.04(13) *Municipal Sewer*, the applicant shall show the municipal sanitary sewer on the site plan including manholes, catch basins, and culverts, including service connections.
- 3.10 15.04(17) *Municipal Water Supply*, the applicant shall show the municipal water on the site plan including existing and proposed water mains and service connections, including hydrants, gates, valves, and meters, and other appurtenances.
- 3.11 15.04(19) *Other Utilities*, the applicant shall show the non-municipal utilities, where applicable, on the site plan.
- 3.12 Per Section 16.03(5) *Windows, Doors, and Roofs*, the type and pitch of roof shall be noted on the elevation plan and the size and spacing of windows and doors shall be noted on the architectural elevations.
- 3.13 Per Section 16.03(7) *Colors and Materials*, the architectural elevation shall provide notes for the color and material to be used for all siding, roofs, trim, doors, windows, mechanical equipment, and all other appurtenant features. The elevations shall also clearly indicate which of these features, if any, are existing and remain unchanged. Lastly, the elevations shall not only show any mechanical equipment, but provide for the required screening required per Section 26.02 *Mechanical Equipment* of the Site Plan Regulations.
- 3.14 Per Section 16.03(8) *Dimensions*, Horizontal and vertical dimensions shall be provided on the architectural elevations including the maximum height to the top of the roof, any mansard, roof top structure, mechanical equipment cupola, flag pole or other appurtenant structure. A vertical dimension from the average ground level on each side of the building to the top of each floor shall be provided.
- 3.15 Per Section 16.03(9) *Colored Rendering*: A colored rendering of each elevation shall be provided at a scale suitable for public display before the Architectural Design Review Committee and the Planning Board. The colored rendering shall accurately show the proposed colors and shall portray any proposed landscaping at the time of initial planting and as expected five (5) years after planting.

Site Plan Regulations Compliance:

- 3.16 The General Services Department had the following compliance comment: Drainage in existing parking lot shows an 8" CMP running from CB#9061 to CB#781 unknown condition of pipe and would recommend replacement. Sewer - Per City Construction Standards we don't allow 90-degree bends and piggyback sewer services. Water curb valves are outside of the right of way and per City Standards need to be set at the right of way of city streets.
- 3.17 Assessing Department, and Fire Department reviewed the application and had no compliance comments.
- 3.18 The Engineering Services Division compliance comments are noted in the attached 5-page memo to Kearsten O'Brien from Paul Gildersleeve and Pete Kohalmi, dated May 6, 2026.
- 3.19 The Planning Board approval block shall be added to the Sheet C1.2 Overall Site Plan and Cover Sheet. Staff can provide a template as a .pdf, .dwg, or .jpg if requested. The Planning Board approval block also needs to be added to the architectural plan set. The applicant shall either provide an architectural cover sheet to include with the architectural plans that will require the approval block to be added to, added to each architectural plan sheet if allowed by the Clerk of

the Planning Board, or the applicant may add the architectural elevation sheets to the Civil plan set.



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

4. Variances:

- 4.1 The applicant appeared before the Zoning Board on March 4, 2026 and received multiple variances (listed below) to be compliant with the current zoning regulations.

- a. *Section 28-7-7, Parking Area Design Standards (e), Minimum Aisle Width*, to permit the existing aisle width at the entrance to be 20 feet, with an expansion to 22 feet, where 24 feet is required and along the southern parking area to remain at the existing 13' 10" to 15', where 24 feet is required;
- b. *Section 28-7-7, Parking Area Design Standards (f), Minimum Aisle Width*, to permit the existing driveway width at the entrance to be 20 feet where 24 feet is required;
- c. *Section 28-7-7, Parking Area Design Standards (g)(2), Setbacks from lot lines*, to permit parking up to the property line, where a 5-foot setback is required, with the parking in the southern parking area to have a 4 foot setback, the parking area in the south east area to be have a 1.67 foot setback and one parking spot in the north east area to have a 1.1 foot setback;
- d. *Section 28-7-7, Parking Area Design Standards (g)(2), Setbacks from lot lines*, to permit the existing 4 parking spaces within the parking lot to be located in the front yard where parking is not permitted within 10 feet of the front lot line;
- e. *Section 28-7-10, Parking Area Landscaping Standards (a) Parking Lot Perimeter Landscaping Required*, to permit the existing parking lot along the southern parking and the additional parking areas on the property to have no landscaping area, where a 5-foot landscape area is required;
- f. *Section 28-7-10, Parking Area Landscaping Standards (c) Use of Required Landscape Areas Restricted*, to permit parking within the required landscaped area; and
- g. *Section 28-7-13 Off-Street Loading Requirements (b) Location of Loading Spaces* to permit the existing loading space within the building to remain on the front of the building, with it backing into the street, where it would not be permitted under the ordinance.

5. Waivers:

- 5.1 The following waivers have been requested for this application. Staff recommendations on the waivers will be provided prior to the public hearing.

- a. *Section 18.12 Perimeter Landscaping* to allow off-street parking within 5' of a lot line and to allow parking in a non-residential district to occur within 10' of the front lot line where it abuts the right-of-way of an arterial street; and
- b. *Sections 16.02(22) and 20.07 Design of Solid Waste Disposal Area* to allow a dumpster pad to be 10'x12' where the City of Concord Construction Detail requires 12'x12'.

6. Conditional Use Permits:

- 6.1 The applicant has applied for a conditional use permit application related to driveway separation alternatives. Evaluation of the Conditional Use Permit criteria will be provided prior to the public hearing.

7. Architectural Design Review:

- 7.1 If the Planning Board determines the application complete at their May 20, 2026 meeting, the applicant would be scheduled to appear before the Architectural Design Review Committee for a recommendation on architectural design review on Tuesday, June 2, 2026 at 8:30am.

8. Conservation Commission:

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

9. Recommendation:

- 9.1 Staff reviewed the application for completeness based upon the criteria of the Site Plan Regulations, and concluded that all criteria for completeness have been met, or will be met with granting of waiver requests, and that the application contains sufficient information and detail for a full review and action by the Board.

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

- **Determine the application complete;**
- **State that the project does not meet the criteria for a development of regional impact per RSA 36:55; and**
- **Set the public hearing for the date certain of the June 17, 2026 Planning Board meeting.**

The Board will have 65 days within which to consider and act on the application once the application is determined complete, per RSA 676:4(I)(c). Provided the Board determines the application complete, the 65-day period shall commence on May 20, 2026, and end on **July 24, 2026**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (**July 24, 2026**), the applicant may waive the requirement for Planning Board action within the 65-day time period and consent to an extension of the public hearing as may be mutually agreeable, or the Board may approve, approve conditionally, or deny the application based on the information provided at that time.



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

Michael S. Bezanson, PE
City Engineer

MEMORANDUM

TO: Kearsten O'Brien, Senior Planner

FROM: Paul Gildersleeve, PE, Project Manager and Pete Kohalmi, PE, Associate Engineer

DATE: May 6, 2026

SUBJECT: Major Site Plan Review, waiver, and Conditional Use Permit Application Engineering Review
47-49 S. State Street, Map 7413Z, Lot 9; City Project 2026-040

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

- 3JB, LLC Mixed Use Development Site Plan by Wilcox and Barton, Inc., dated April 15, 2026
- Project Narrative by Wilcox and Barton, Inc., received April 15, 2026
- Conditional Use Permit Narrative from 28-7-11(f) by Wilcox and Barton, Inc., received April 15, 2026
- Waiver Requests by Wilcox and Barton, Inc., dated April 15, 2026
- Stormwater Management Plan by Wilcox and Barton, Inc., dated April 15, 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.

Conditional Use Permit (CUP)

1. The applicant is requesting a number of CUPs for driveway items. These are non-technical in nature therefore Engineering does not support or oppose them.

Waiver-City of Concord Site Plan Regulations (CSPR) 16.02(22) as it relates to CSPR 20.07

1. The applicant requests a waiver of CSPR 16.02(22) as it relates to CSPR 20.07, Design of Solid Waste Disposal Areas. The applicant would like to reduce the size of the dumpster pad to 10'x12' from 12'x12'. Since this reduction fits an 8-cy dumpster without any other changes, Engineering supports this request.

Stormwater Management Report

1. Section 1.2 of the report states there will be 3' of separation between groundwater and the bottom of the stormwater practice. However, CSPR 22.07(2) requires 4' of separation. Please revise Section 1.2 to state 4' of separation will be maintained or request a waiver.
2. The 10-year post development flows show 3 in/hr. of infiltration for Pond P1. Please show how this infiltration rate was calculated. Please also show how the 90'x0.5' broad-crested weir was measured and the location of it on the plans.

Boundary/Survey

1. The owner/developer needs to reach out to the City Surveyor to discuss the address numbers that are presently being used on the property, for the purpose of assigning address numbers to the proposed townhouses.
2. To better understand the project narrative, the site plan shall include the existing property addresses for the subject property and all abutting properties, in addition to each owner's mailing address. Upon meeting with the owner/developer to discuss the address numbers that are presently being used on the property, the proposed addresses for the townhouses will also be included on the site plan. See note below regarding confusing info related to the number of proposed townhouses.
3. On the Cover Sheet, the project description states "... then converting the addition and the 3-story portion of the existing building into 5 residential townhouses." The Site Plan shows 3 townhouses. The CUP project narratives states "... construct a 2-story 3,500 SF addition for 3 residential townhouses." The site plan project narrative states "... construct a 2-story 3,500 SF commercial addition with a basement, then converting the addition and the 3-story portion of the existing building into 5 residential townhouses." Please clarify.
4. The Map and Lot designation needs to be revised on all of the sheets, including the Existing Conditions Plan. On the Existing Conditions Plan, Map 7413 Block Z Lot 9 needs to be changed to Map 7413Z Lot 9. On the Site Plan sheets, 7413/Z/9 needs to be changed to 7413Z/9. This needs to be corrected on all sheets, within the abutters list, within title blocks, etc.
5. On the Utility Plan, the proposed water line, the proposed electric and telecommunication line, and the proposed trench are very close to the property

- line of Map 7413Z Lot 8. It appears that an easement will be necessary across the abutting property. The existing easement referenced on the Existing Conditions Plan, Book 505, Page 534, and Book 955, Page 232, describe a right to pass and repass, not utility construction. The developer may wish to consult a land use attorney for further clarification.
6. On the Site Plan, please include a description of all property corner monuments as shown on the Existing Conditions Plan. Provisions should be made to re-set any monuments removed or disturbed due to excavations, particularly the rebar at the southwest corner of Map 7413Z Lot 8.

Sheet C1.3: Grading, Drainage, and Erosion Control Plan

1. Show a construction entrance on the site as well as a construction entrance detail on a detail sheet.
2. Plan Note (5) states there are finish walk and curb on the site. However, no callouts for curb or sidewalk are shown. Also, the note states the curb will be 6"; however, only granite curbing of 5" (sloped) or 7" (vertical) is allowed. Please revise this note accordingly.
3. Plan Note (6) states 3' of cover is allowed over a storm pipe. However, pursuant to City of Concord Construction Standards and Details (CCSD) Section 6(3)(F)(2), a minimum of 4' of cover is required over storm pipe. Please revise this note to state 4' instead of 3'.
4. Label Concord and S. State Streets.
5. Confirm Note 7 is necessary for this project.

Sheet C1.4: Utility Plan

1. In Plan Note (21), revise "Town" to "City."
2. On the Proposed Sewer Service profile, since there are three services connecting into this line, revise "Service" to "Main" on the title. Show the connection of the sewer services to Units 1 and 3 on the sewer main profile.
3. Show the proposed 6" sewer main connecting to the existing 8" main on South State Street with a tee-wye using a call-out. Provide a detail of a tee-wye (such as detail SS-1) on a detail sheet.
4. Confirm that the water main coming off Concord St has been designed or reviewed by a Fire Protection Engineer and will be in compliance with the Fire Code and Fire Marshal. The current design appears odd in size and configuration.
5. The City of Concord GIS shows two ¾" CTS domestic pipes servicing the existing building from S. State Street. Please show these two existing ¾" water services and the existing 14" CLCI water main in S. State Street. Show the existing water main in Concord Street as an 8" CLDIPO pipe, as shown in the City of Concord GIS.

6. State how the proposed 4" water line will connect to the existing 8" water line in Concord Street (e.g. tapping sleeve?).
7. The proposed 6" sewer shall include two 45 degree bends with a cleanout in between in lieu of the 90 degree bend currently shown. Revise plan and profile as necessary.

Sheet C5.1: Construction Details

1. On the Sign Summary, add the "No Parking" sign called out on Sheet C1.2.

Sheet C5.2: Construction and Erosion Control Details

1. CCSD Details SM-1 and W-1 reference CCSD Detail R-15. Please show Detail R-15 on a detail sheet.
2. Add a CCSD Construction Entrance Detail (E-1) to a detail sheet.

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 Permit, Excavation-Sewer, Excavation-Water
 - 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.