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CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

January 19, 2022

Project Summary – Site Plan Amendment

Project: NH Distributors – Site Plan Amendment (2017-03)
Property Owners: NH Distributors Associates
Address: 65 Regional Drive
Map/Block/Lot: 111/G1/32

Determination of Completeness:

Determine the application complete and open the public hearing. As part of the motion, indicate that the project does not meet the criteria for a Development of Regional Impact (DRI), per RSA 36:55.

Project Description:

The applicant had received approval in 2017 for the construction of two building additions in two phases, one consisting of 46,330 sf (Phase 2) and the other of 17,782 sf (Phase 1). The Applicant was before the Board in March of 2021 with an amendment to construct only the smaller 17,782 addition. This current amendment proposes to increase the height of that addition to account for internal racking systems. A Conditional Use Permit has also been requested to defer the construction of 8 parking spaces and additional truck parking spaces to Phase 2.

Project Details:

Existing Lot Area:	15.54 acres
Zoning:	Industrial (IN)
Existing Use:	Warehouse/distribution center
Frontage Required:	700 ft (for 2 driveways)
Frontage Provided:	1,063 ft
Lot Coverage Permitted:	85%
Lot Coverage Proposed:	60%
Building Height Allowed:	45 feet
Building Height Proposed:	40 feet
Setbacks Required:	50' front, 25' side, 30' rear
Setbacks Provided:	158' front, 58' side, 145' rear
Parking spaces required:	104 spaces, including 5 HC spaces
Parking spaces provided:	95 spaces, including 5 HC spaces <i>CUP requested</i>

1. General Comments

- 1.1 The following comments pertain to the 13-sheet site plan set titled “NH Distributors” prepared by Wilcox & Barton, dated November 30, 2021, and the 1-sheet architectural plan set prepared by The HL Turner Groups Inc., dated December 17, 2021.
- 1.2 Comments from the Engineering Services Division are provided in the attached memo.
- 1.3 The Applicant is proposing a slight modification to the building addition that was approved in 2017. The change consists of increasing the height of the addition from 28 feet to 40 feet tall. This modification has not been reviewed by ADR, but the Applicant is willing to appear before ADR at the February 1, 2022 meeting.

2. Conditional Use Permit

- 2.1 The Applicant has requested a CUP per Article 28-7-11(b) to defer the construction of 8 parking spaces and to defer the construction of additional truck parking to Phase 2. The Applicant states that the additional parking is not needed at this time and the Applicant has provided a narrative describing how the criteria of the applicable sections of the ordinance are met, including Article 28-9-4(b)(4) (ZO), which states the criteria for the Planning Board decision on CUPs. For these reasons, **Staff supports this CUP.**

3. Technical Review Comments

- 3.1 The Landscape plan shall be stamped by a NH Licensed Landscape Architect, in accordance with Section 12.03(3) of the Site Plan Regulations.
- 3.2 On the Existing Conditions Plan, provide a scale for the Vicinity Map between 1” = 1,000’ and 1” = 2,000’, in accordance with Section 12.05 of the Site Plan Regulations (SPR).
- 3.3 Provide a Location Map that meets the requirements set forth in Section 12.04 (SPR).
- 3.4 The tables on the top of the Lighting Plan do not have any information in them. Provide information on the type of lighting fixtures proposed.

4. Recommendations

- 4.1 **Grant the CUP** per Article 28-7-11(b) to defer the construction of 8 parking spaces and the construction of additional truck parking to Phase 2.
- 4.2 **Grant ADR approval** for the modification to the height of the 17,782-sf building addition from 28 feet to 40 feet. The Board may condition this approval upon the Applicant appearing before ADR if so desired.
- 4.3 **Grant Site Plan Amendment approval** for the alteration of a previously approved parking configuration, building addition, and related site improvements at 65 Regional Drive in the Industrial (IN) District, subject to the following precedent and subsequent conditions:
 - (a) Precedent Conditions – to be fulfilled within one (1) year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, and prior to issuance of any building permits, or the commencement of site construction, unless otherwise specified:
 - (1) Address all review comments satisfaction of the Planning Division.
 - (2) Address all Engineering comments to the satisfaction of the Engineering Division.
 - (3) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.

(b) Subsequent Conditions – to be fulfilled as specified:

- (1) Prior to commencement of construction activity, payment of inspection fees in an amount approved by the City Engineer shall be made.
- (2) A pre-construction meeting shall be required prior to the start of any construction activities onsite. The applicant shall pick up one (1) set of signed plans at the Planning Office to make copies for the pre-construction meeting. A total of seven (7) copies of the signed plan set shall be provided by the applicant at the pre-construction meeting.
- (3) At least two weeks in advance of the pre-construction meeting, provide financial guarantee for all public improvements on and off site and a guarantee for the site stabilization in an amount approved by the City Engineer, and in a form acceptable to the City Solicitor.
- (4) Prior to the issuance of a Certificate of Occupancy, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.
- (5) Prior to the issuance of a Certificate of Occupancy, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.08 of the Site Plan Review Regulations and all information shall be converted to a vertical datum of NAVD 88.

Prepared by: SCD

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