



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

January 19, 2022
Project Summary – Major Site Plan

Project: SPCA – Major Site Plan (2021-31)
Property Owners: Pope Memorial SPCA of Concord-Merrimack County
Address: 95 Silk Farm Road
Map/Block/Lot: 93/4/2, 3 & 4

Determination of Completeness:

Determine the application complete and set the public hearing for February 16, 2021. 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:

In conjunction with a voluntary merger, the Applicant is requesting Major Site Plan approval for a new 2,515 sf building for a commercial kennel, a new parking lot, and associated site improvements at 95 Silk Farm Road in the Residential Open Space (RO) District.

Project Details:

Zoning:	Residential Open Space (RO)
Existing Use:	Single Family Residence
Proposed Use:	Office Space and Dog Training/Day Care
Existing Lot Area:	Lot 1: 189,673 sf (4.35 ac) Lot 2: 21,743 sf (0.5 ac) Lot 3: 21,736 sf (0.5 ac) Lot 4: 4,351 sf (0.1 ac)
Lot Size Required:	87,120 sf (2.0 ac)
Lot Size Proposed:	237,503 sf (5.5 ac) <i>After lot merger</i>
Lot Frontage Required:	200'
Lot Frontage Provided:	496'
Lot Coverage Permitted:	10% (24,650 sf)
Lot Coverage Existing:	5.5% (13,582 sf)
Lot Coverage Proposed:	8.9%
Building Setbacks Required:	50' front; 50' rear; 40' side
Building Setbacks Provided:	53' front; 83' rear; 60.91' side
Parking Required	5 Spaces with 1 ADA van space
Parking provided	21 Spaces with 1 ADA van space

1. General Comments

- 1.1 The following comments pertain to the 10-sheet plan set titled “Pope Memorial SPCA of Concord – Merrimack County” prepared by Wilcox & Barton, dated July 21, 2021 and the 2-sheet architectural plan set titled prepared by C.N. Carley Associates dated December 1, 2021
- 1.2 Please see the comments from the Engineering Division under a separate memo.
- 1.3 The voluntary merger of Lots 93/4/1, 2, 3, and 4 was recorded at the Merrimack County Registry of Deeds on January 3, 2022.
- 1.4 This application is scheduled to appear before the Architectural Design Review (ADR) Committee at the February 1st meeting.

2. Technical Review Comments

- 2.1 On the Cover Page, the scale is incorrect. The provided scale of 1” = 20” does not measure out on the plan. Scale the drawings correctly or adjust the scale.
- 2.2 On the Cover Sheet and 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).
- 2.3 Provide a Location Map that meets the requirements set forth in Section 12.04 (SPR).

Prepared by: SCD

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David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Gary Lemay, P.E., Associate Engineer
DATE: January 11, 2022
SUBJECT: Major Site Plan/SPCA – Engineering Plan Review, 93-95 Silk Farm Road;
Map 93, Block 4, Lots 2 and 3; Project 2021-031

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

- *Major Site Plan*, Pope Memorial SPCA of Concord, prepared by Wilcox and Barton, dated 7/21/2021, revised 12/15/2021
- *Stormwater Management Plan for Pope Memorial SPCA*, prepared by Wilcox and Barton, dated 7/21/2021, revised 12/15/2021

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.

Cover Sheet

1. Within the plan view, Map 93, Blk 4, Lot 1-4 should be Map 93, Blk 4, Lot 1.

Demolition Plan

2. What is the intent with the 1 ½ story dwelling addressed as 240 Clinton Street? If the building is intended to be demolished, will the driveway be removed as well?

Site Plan

3. What is the intent of the 24-foot-wide southern driveway? Engineering would prefer to see a single entrance to the site if it is feasible to reduce the number of curb cuts and driveways on Silk Farm Road. Is there a way to alter site access to reduce the site access to a single driveway?

4. If traffic to the site does not exceed the 35 vehicle per day threshold (for a weekday) as noted in Zoning Ordinance 28-7-11 (g), Engineering would encourage the Applicant to explore a reduced-width driveway (as narrow as 20 feet, per fire code).
5. Please provide a turning motion template for a firetruck to circulate the site. The motion from the 24-foot driveway to the 18-foot-wide parking aisle may be tight.
6. What is the proposed form of pretreatment for the bioretention system? Will there be a sediment forebay?
7. Please include flared-end sections or headwalls on the culvert crossing underneath the parking lot access driveway.
8. Please be aware that any retention wall greater than 4 feet in height is subject to a building permit.
9. Please include elevations on the bioretention section detail and cross-section.

State/Federal Permits

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

- NHDES Septic Approval

A copy of the permit(s) shall be submitted to the City once they are issued.

Post-Approval/Pre-Construction Items

The following items will need to occur prior to the start of construction (unless otherwise noted):

1. Prior to engineering sign-off on the building permit, the applicant/contractor shall:
 - a. Set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc. Any 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.
2. The monumentation for the proposed lot lines shall be set prior to recording the plan, if applicable.
3. A Demolition Permit will be required from the Code Administration Division for removal of the existing building(s).
4. The following permit(s) will need to be obtained from the Engineering Services Division:
 - a. Driveway Permit
 - b. Excavation Permit (for work within the ROW)

5. The contractor shall submit a Temporary Traffic Control Plan (TTCP) for all work in and adjacent to the City ROW that will require lane closures or occur adjacent to the edge of road. TTCP must be submitted to Engineering for review and approval a minimum of two weeks prior to the pre-construction meeting.
6. Establish a financial guarantee (letter of credit, or cash deposit) for site stabilization, per Site Plan Regulation 27.11. The surety amount for this project has been set at \$11,000 based on a 1.3 ac disturbance area. The surety shall be established prior to scheduling the pre-construction meeting.
7. Establish a performance surety (bond, letter of credit, or cash deposit) for work within the right-of-way. This surety can be covered by the \$5,000 bond associated with the excavation permit for this work. The surety shall be established at least one week prior to the pre-construction meeting.
8. The Applicant is responsible for paying engineering inspection fees to ensure work is consistent with City standards and the approved plan set. An advanced deposit must be established for all anticipated site construction inspection fees.
 - a. The deposit amount is determined by Engineering based on the project schedule and estimated services; actual inspection fees are based on actual services rendered (i.e., hourly billing rate).
 - b. Prior to scheduling the pre-construction meeting, a template estimating the initial fee deposit (available upon request to engineering) shall be filled out by the Applicant for review by Engineering, as well as a project schedule and itemized cost estimate for use in establishing the deposit amount.
 - c. The deposit shall be submitted at least a week prior to the pre-construction meeting.
 - d. Please contact Engineering for a spreadsheet to estimate the initial fee deposit (this is only an estimate as the fee will be based on actual time spent by Engineering inspectors for this project).
9. Shop drawings/submittals shall be submitted to Engineering for the proposed drainage improvements, if applicable.
10. Prior to the construction of any future site improvements the applicant/owner shall consult the Planning Division to determine if Site Plan Approval will be required.
11. 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 are available on the Engineering website.