



Heather Shank  
City Planner

# CITY OF CONCORD

*New Hampshire's Main Street™*  
**Community Development Department**

## Planning Board

August 17, 2022

### **Project Summary – Major Site Plan**

Project: 81 Hall Street (2022-42)  
Property Owner: NHT 2022, LLC  
Address: 81 Hall Street  
Map/Block/Lot: 792Z/38

### **Determination of Completeness:**

The application was determined complete at the July 20, 2022 Planning Board Meeting. Staff recommends opening the public hearing.

### **Project Description:**

The applicant is requesting Major Site Plan approval for the modification of a parking area to accommodate a loading/delivery space in conjunction with a change of use within the building.

### **Project Details:**

Zoning:	Opportunity Corridor Performance District (OCP)
Existing Lot Area:	3.62 ac (157,888 sf)
Street Frontage Required:	150'
Existing Street Frontage:	388'
Existing Use:	Social Services/Nurse Practitioner
Proposed Use:	Clinic & Outpatient Care Facility
Lot Coverage Max.:	18,750 sf 85%)
Lot Coverage Proposed:	110,778 sf (70%)
Building Setbacks Required:	15' front, 15' side, 15' rear
Building Setbacks Provided:	53' front, 49' side, rear 75'
Parking Spaces Required:	176 spaces (Including 6 ADA)
Parking Spaces Provided:	189 spaces (Including 10 ADA)

### **1. General Comments**

- 1.1 The following comments pertain to the 9-sheet plan set titled "NHT 2022, LLC", prepared by Wilcox & Barton Inc. dated June 15, 2022 and revised through August 8, 2022.
- 1.2 Architectural Design Review (ADR) is required for Major Site Plan applications. The applicant attended the August 2, 2022 ADR meeting. ADR recommended approval as submitted.

## 2. Technical Review Comments

- 2.1 The Applicant has indicated that there are enough existing trees within 20 feet of the parking area to satisfy the tree count requirements. These trees will need to be identified. **The applicant indicates that this requirement will be met on the Landscape Plan, which has not yet been submitted.**
- 2.2 Provide a required tree count calculation, in accordance with Section 27.07 of the Site Plan Regulations (SPR). **This shall be included on the Landscape Plan.**
- 2.3 Provide details on how existing trees will be preserved during construction, in accordance with Section 27.04 (SPR). **This shall be included on the Landscape Plan.**
- 2.4 On the Existing Conditions Plan, within the plan view, the abutter on the west side of Hall Street owned by C500 Limited Partnership is Map 793Z, Lot 25, not Lot 23. **An updated Existing Conditions Plan shall be submitted.**
- 2.5 Section 20.05 (SDR) requires loading areas to be screen to the greatest extent possible. In this case, perimeter landscaping along the northern property line would serve this purpose. Provide a Landscape Plan that details the existing landscaping and provide additional landscaping to serve as screening for the loading area. **Per the applicant, a Landscape Plan with landscaping to enhance the existing buffer with shrubs will be submitted.**

## 3. Recommendations

- 3.1 **Grant ADR approval** for the proposed site plan for the parking lot revision at 81 Hall Street.
- 3.2 **Grant Major Site Plan** approval for the proposed parking lot revision at 81 Hall Street, subject to the following precedent and subsequent conditions noted below:
  - (a) Precedent Conditions – to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and issuance of any building permits, or the commencement of site construction, unless otherwise specified:
    - (1) The applicant shall submit an Existing Conditions Plan and Landscape Plan addressing the comments noted above in the Technical Review comments to the satisfaction of the Planning Division.
    - (2) Address Engineering review 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 five (5) copies of the signed plan set shall be provided by the applicant at the pre-construction meeting.
    - (3) Prior to a Certificate of Occupancy or final construction sign-off, 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.

- (4) Prior to the issuance of a Certificate of Occupancy or final construction sign-off, 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: HRS

*S:\Plan\Development Review\Project Files\2022\2022-33\_Coalition\_SPR\Reports & Letters*



**CITY OF CONCORD**  
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**Community Development Department**

David Cedarholm, PE  
*City Engineer*

**MEMORANDUM**

**TO:** Beth Fenstermacher, Assistant City Planner  
**FROM:** José Lovell, PE, Associate Engineer  
**DATE:** August 10, 2022  
**SUBJECT:** 81 Hall Street Major Site Plan – Engineering Review  
81 Hall Street; Map 792Z Lot 38 Project 2022-42

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

- Drawings titled “NHT 2022, LLC, 81 Hall Street, Concord, NH” prepared by Wilcox & Barton, dated June 15, 2022 (last revised on August 8, 2022)

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.

**It is strongly recommended that the Applicant schedule a meeting to discuss these comments prior to beginning any revisions. All revisions shall be highlighted or clouded and accompanied by a response letter addressing all comments.**

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**Drawings**

**2. Existing Conditions Plan (Sheet S1.1)**

- a. Applicant intends to provide an updated existing conditions plan to address previous comments. Updated plan will be required prior to Planning Board signature.

### **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. The surety shall be established prior to scheduling the pre-construction meeting.
2. 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 sign (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 for review and approval. The surety shall be established prior to scheduling the pre-construction meeting.
3. Per Site Plan Regulation 36.24 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 project schedule and itemized cost estimate should be submitted a minimum of two weeks prior to scheduling the pre-construction meeting for use in establishing the deposit amount. The deposit shall be submitted at least a week prior to the pre-construction meeting.
  - a. 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).
4. For projects involving one acre of disturbance or greater, provide a fully executed copy of the project SWPPP and a copy of NOI submitted to EPA including acknowledgement of receipt by EPA.
5. When above requirements have been met, submit a request to schedule 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. 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. The as-built drawing requirements are available on the Engineering website.
2. The following permit(s) will need to be obtained from the Engineering Services Division:

Re: Review Comments (2022-42)  
81 Hall Street, 81 Hall Street  
Date: August 10, 2022

- a. Driveway Permit
- b. Other permits deemed necessary by the City Engineer.