



Heather Shank  
City Planner

# CITY OF CONCORD

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

## Planning Board

April 19, 2017

### Project Summary – Major Site Plan

Project: Concord Homeless Resource Center Temporary Cold Weather Shelter (2017-08)  
Property Owners: Thomsonburger Ventures, LLC  
Address: 238 N. Main Street  
Map/Block/Lot: 55/5/13

#### **Determination of Completeness:**

Determine this application complete and set the public hearing for the May 17, 2017 Planning Board meeting.

#### **Project Description:**

The applicant is proposing to construct a 1,480 square foot cold-weather shelter behind the existing building at 238 N. Main Street in the Urban Commercial (CU) District. Site improvements include the construction of 6 parking spaces, 2 one-way access driveways, retaining walls, and stormwater improvements. The project will include the demolition and relocation of exterior stairways on the existing building to allow for the construction of the access driveways.

#### **Project Details:**

Existing Lot Area:	±0.3 acres
Existing Street Frontage:	63.66 ft. (existing non-conforming)
Zoning:	Urban Commercial (CU)
Existing Use:	Homeless Resource Center offices
Proposed Use:	Continued office use and temporary cold season shelter
Lot Coverage Max.:	80%
Lot Coverage Proposed:	80.1% ( <i>variance granted, see General Comments below</i> )
Building Setbacks Required:	15' front, 15' side, 15' rear
Building Setbacks Provided:	16.5' front, 5' side, 2' rear ( <i>variance granted, see General Comments</i> )
Parking spaces required	31 spaces
Parking spaces provided	6 spaces, including 1 HC space ( <i>variance granted, see General Comments</i> )

**1. General Comments**

- 1.1 The following comments pertain to the 7 sheet site plan set titled "Site Improvement Plans prepared for: Concord Homeless Resource Center, 238 North Main Street, Concord, New Hampshire" prepared by Northpoint Engineering, LLC, dated March 15, 2017; and, the Floor Plan & Foundation Plan and Exterior Elevations, prepared by WarrenStreet Architects, not dated, received on April 5, 2017.
- 1.2 The Applicant went before the Zoning Board of Adjustment at the February 8, 2017, hearing. The following variances were granted:
- 1) 28-4-1(h), Table of Dimensional Regulations, to permit a structure to be built with the closest points being 2 feet +/- from the rear property line and 5 feet +/- from a side property where rear and side setbacks of 15 feet are required,
  - 2) 28-4-1(h), Table of Dimensional Regulations, to permit a total lot coverage of 82% +/- where a maximum lot coverage of 80% is allowed,
  - 3) 28-7-2(e), Table of Off-street Parking Requirements, to provide 6 zoning compliant parking spaces, including 1 zoning compliant accessible parking space where 31 parking spaces are required,
  - 4) 28-7-7, Parking Area Design Standards,
    - a. Section (a), Standard parking spaces, to permit parking spaces with a depth of 18 feet where a depth of 19 feet is required,
    - b. Section(e), Minimum aisle widths, to permit a 22 foot +/- aisle width where an aisle width of 24 is required,
    - c. Section (f), Driveway widths, to permit one-way drive aisles with a width of 10 feet +/- where 12 foot widths are required,
    - d. Section (g), Setbacks and restrictions, to maintain one non-compliant accessible parking space in the front of the building and to provide off-street parking within 5 feet of a property line where parking in front of a non-residential building is prohibited and a 5 foot minimum setback is required,
- 1.3 Architectural Design Review (ADR) is required for Major Site Plan applications. The Applicant will be scheduled to attend the May 9, 2017 ADR meeting.
- 1.4 Please see engineering comments in the memo from Bryant Anderson, Engineering Division, dated April 10, 2017.
- 1.5 The Applicant met with the Fire Department to determine a location for a required gate for access to the rear of the property in the event of an emergency. The gate shall remain locked at all times and be secured with a lock box device for only the Fire Department to access.

**2. Technical Review Comments**

- 2.1 Per Section 12.03(1) of the Site Plan Regulations (SPR), the Licensed Land Surveyor shall sign and seal the existing conditions plan.
- 2.2 A separate demolition plan shall be provided, per Section 16.02(18) SPR, and shall include the extent of removal of all building structures, pavement, existing vegetation, and utilities.
- 2.3 An existing underground electric line is located in the area of the proposed building. Provide information on the demolition plan regarding the plan for the removal or discontinuance of this line and associated light pole.

- 2.4 It appears that several large trees will be removed for the construction of the building and site improvements. Staff recommends that the Applicant provide landscaping to replace the vegetation destroyed by construction, per Section 27.07 (SPR). The Applicant should work with Planning Staff to determine suitable locations for tree placement.
- 2.5 Variances granted shall be noted and fully described on the plan including date granted and applicable Section numbers of the Zoning Ordinance.
- 2.6 The proposed gate location, as approved by the Fire Department, shall be shown on the Site Plan.
- 2.7 Per Section 21.03 (SPR), sidewalk connections shall be made from a public sidewalk to building(s) on the site. The Applicant may request that the Planning Board allow the connection be made from the sidewalk to the parking lots, provided that the pedestrian connection is not through a parking space.
- 2.8 Prior to the May 9<sup>th</sup> ADR meeting, digital copies of the color renderings for the revised Exterior Elevations shall be provided.

Prepared by: BAF

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

Edward L. Roberge  
*City Engineer*

**MEMORANDUM**

**TO:** Beth Fenstermacher, Assistant City Planner  
**FROM:** Bryant A. Anderson, PE  
**DATE:** April 10, 2017  
**SUBJECT:** Plan Review, Concord Homeless Resource Center, 238 North Main Street;  
Map 55, Block 5, Lot 13; (2017-08)

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

- Site Improvement Plans, Concord Homeless Resource Center, 238 North Main Street, prepared by Northpoint Engineering, LLC, dated March 15, 2017 (received on March 15, 2017)
- Architectural Plan Sheets (A101 and A201), Proposed Temporary Cold Weather Shelter Modular Building, 238 N. Main Street, Concord, NH, prepared by Warrenstreet Architects, dated March 30, 2017 (received on April 5, 2017)
- Project Narrative, Concord Homeless Resource Center, 238 North Main Street, prepared by Northpoint Engineering, LLC, dated March 15, 2017 (received on March 15, 2017)
- Stormwater Management Report, Concord Homeless Resource Center, 238 North Main Street, prepared by Northpoint Engineering, LLC, dated March 15, 2017 (received on March 15, 2017)

As a supplement to any comments offered by the Planning Division, the ESD offers the following design related comments. **With subsequent submissions, the applicant should provide a response letter that acknowledges/addresses each of these comments.**

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**Site Plans**

**General**

1. Per Site Plan Regulations 16.02(18), a Demolition Plan is required.

**Existing Conditions Plan**

1. The plan should be signed and sealed by the surveyor in accordance with Section 12.03(1) of the Site Plan Regulations.

*Engineering Services*  
*City Hall • 41 Green Street • Concord, NH 03301 • (603) 225-8520*  
*engineering@concordnh.gov*

2. The water shut off should be located and shown on the plan.

## **Site Plan**

1. An accessible route should be provided between the street and the proposed building and between each building in accordance with ADA requirements. The location of the accessible route should be shown on the plan.
2. The dumpster should be shown on the plan or a note should be added stating that a dumpster will not be required. If a dumpster is required, turning movements for a trash collection vehicle should be provided to demonstrate that the site can accommodate it.
3. The proposed limits of driveway paving should be shown, or noted if the entire driveway is to be paved.
4. Curbing or guardrail should be provided along the perimeter of the parking area in accordance with Section 18.19 of the Site Plan Regulations and Article 28-7-7(i) of the Zoning Ordinance. If curbing is not provided, the approval of the Code Administrator is required.
5. The designer should consider specifying bollards around the existing building in areas where the building is located adjacent to the travel way. In addition, bollards or curbing should be provided at the back of the proposed parking spaces to protect the building and to prevent vehicles from encroaching into the striped area.
6. The Homeless Resource Center has participated in the Central NH Bicycling Coalition's Earn a Bike Program for its customers. As such, it is anticipated that people will travel to the site by bicycle and, therefore, bike racks should be provided. ESD recommends that they be provided in a convenient, visible location. The City's preferred rack design is one that supports the bicycle frame by two points, such as an inverted "U" similar to the "Square U Rack" by MADRAX or the Downtown Rack by Dero.
7. A dimension from the northeast corner of the existing building to the edge of pavement should be provided.
8. Snow storage areas should be shown in accordance with Section 18.21 of the Site Plan Regulations.
9. A sidewalk connection should be provided between the public sidewalk and the proposed building in accordance with Section 21.03 of the Site Plan Regulations or a waiver should be requested.
10. It appears that portions of the southern driveway will exceed the City's 10 percent max. grade requirement.

11. The site plans should be revised to reflect that the address of the existing building is being changed from 238 – 240 North Main Street to 238 North Main Street, and the proposed building to the rear will be assigned the address of 240 North Main Street.

### **Grading, Drainage & Utility Plan**

1. Have geotechnical tests been completed to ensure that the back slopes will remain near vertical during the excavation for the foundation and retaining walls or should the design be based on a default failure slope from the property line? The elevation plans shows the depth to footing of approximately 10'. The excavations are only 5' from the property lines. The retaining walls are shown 6" from the property lines. We do not believe these walls can be constructed without encroaching onto the adjacent properties without the use of sheeting.
2. Retaining wall
  - a. Will easements be obtained from the abutting property owners for the construction of the foundation and walls?
  - b. The detail for the wall indicates guardrail will be placed 5' from the face of the wall and a height of 6'-6". This does not appear to be consistent with what is shown on the plans. Additional information should be provided to clarify the intent.
  - c. Spot grades should be provided along the top of the wall.
  - d. Existing grades should be provided along the top and bottom of the existing 2' wide granite wall near the southern property line.
3. Spot elevations should be provided at the corners of the accessible parking to ensure that it can be constructed with no more than 2% slope in any direction.
4. Water service
  - a. The proposed water service is shown tying into the ¾" brass service. The designer should confirm that this is adequate for the proposed use or if the ¾" connection should be replaced with a 1" or possibly larger service?
  - b. The size and material of the water service, adequate for the domestic and fire suppression should be noted.
  - c. A valve should be included just outside the proposed building.
  - d. A separate water meter will be required for the proposed building.
5. Sewer service
  - a. A detail should be provided for the proposed connection.
  - b. The force main should terminate into a 8-10 ft section of 4" gravity pipe with 2% slope prior to the existing service. A cleanout should also be placed prior to the existing service.

6. The proposed underground electric, telephone, cable routing should be shown.
7. Additional contour lines should be provided between ex. 268 and pr. 264 contours along both sides of the building.

### **Construction Details**

1. Please review the details to ensure that they apply to this project. Some notes reference other projects, locations, features that do not apply to this project.
2. A detail should be provided for the proposed sewer pump station.
3. Additional information should be added to the Lighting Detail or a lighting plan should be provided in accordance with Section 16.02(16) of the Site Plan Regulations. The ESD noted the following based on the detail:
  - a. The design should also comply with Section 29, Lighting.
  - b. The current footcandle distribution does not include light levels and does not include all the light fixtures shown on the building elevations.
  - c. The Exterior Elevations show exterior up/down lights. The types of lights that are “designed to wash a building with lighting” are not permitted.

### **Stormwater Management Report**

1. StormTech System
  - a. The calculations for the StormTech System indicates a 6' outlet weir with an elevation of 263. The proposed grading does make it clear where the weir is and how it is configured. It appears that the low point elevation at the edge of parking is 262.7.
  - b. The storage area calculation uses elevation 264 as the maximum storage elevation. Based on the grading near the northern wall, it appears that the maximum elevation may be 262.8±.

### **Pre-Construction Items**

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

1. The applicant/contractor shall set up a preconstruction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc.
2. The following permits will need to be obtained from the Engineering Services Division:
  - a. Driveway Permit
  - b. Utility Connection Permits (sewer and water services; storm drain connections)
3. Performance surety (bond, letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at the minimum amount, \$5,000. (establish surety prior to pre-construction meeting)
4. Advanced deposit for site construction inspection fees (initial deposit amount determined by the ESD based on estimated services, final inspection fee amount to be adjusted based on actual services rendered). (establish a min. of three days prior to preconstruction meeting)
5. Water and Sewer Investment Fees will need to be paid (as part of the utility connection permit process).
6. Retaining wall design drawings (stamped by a licensed structural engineer) should be submitted to the ESD for proposed retaining walls that are greater than 4 feet high. In addition, walls greater than 48 inches require a Building Permit from the Code Administration Office.
7. Shop drawings/submittals should be submitted to the ESD for the proposed water, sewer, and drainage improvements.

BAA/jw