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CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

May 17, 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:

The application was determined complete and set for public hearing at the April 19, 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 (ZBA) 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 The Applicant went before the Architectural Design Review (ADR) Committee at the May 9, 2017, meeting. The Applicant presented a revised layout that includes the addition of a seating bench and a continuous roof overhang along the front façade, and a partial basement to house the mechanical space. The Zoning Administrator confirmed that the addition of the mechanical space would not require a return to ZBA.
- The Committee suggested that the Applicant consider continuing the straight line of siding around the entire building, instead of stepping down along the foundation wall as shown; however, the Committee added that the Applicant move forward with the most cost effective solution. The Committee voted to approve the application as submitted.
- 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. Waivers

- 2.1 The Applicant requests a waiver from Section 21.03 of the Site Plan Regulations (SPR), to not provide a sidewalk connection from the public sidewalk on North Main Street to the proposed

building(s) on the site. The Applicant states that the amount of space to construct a sidewalk is limited, and they already received a variance for a reduction in the driveway width. The applicant states that the driveway will be maintained during winter months for safe passage, and there will be minimal vehicular traffic on the driveway. Per Section 21.03, the Planning Board may allow the connection be made from the sidewalk to the parking lots, provided that the pedestrian connection is not through a parking space. Staff supports this waiver, with the condition that the Applicant provides accommodations for persons with disabilities to safely access the facility.

3. Technical Review Comments

- 3.1 Per Section 12.03(1) of the Site Plan Regulations (SPR), the Licensed Land Surveyor shall sign and seal the existing conditions plan.
- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 Variances granted shall be noted and fully described on the plan including date granted and applicable Section numbers of the Zoning Ordinance.
- 3.6 The proposed gate location, as approved by the Fire Department, shall be shown on the Site Plan.
- 3.7 A comment letter shall accompany subsequent submissions acknowledging/addressing all Planning and Engineering comments.

4. Recommendations

- 4.1 **Grant ADR approval** for the architectural elevations, site design, and related site improvements.
- 4.2 **Grant the waiver** to the Site Plan Regulations subject to the conditions as noted, and in accordance with RSA 674:36, II (n), which states that strict conformity would pose an unnecessary hardship to the applicant, and a waiver would not be contrary to the spirit and intent of the regulations. The waiver to Section 21.03 (SPR) is to not provide a sidewalk from the public sidewalk to the new building, with the condition that the Applicant provides accommodations for persons with disabilities to safely access the facility.
- 4.3 **Grant Major Site Plan approval** to construct a 1,480 square foot cold-weather shelter, and related site improvements, including stormwater improvements, and parking, subject to the precedent and subsequent conditions noted below:
 - (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 Technical Review Comments under Section 3 above to the satisfaction of the Planning Division.

- (2) Address Engineering review comments in the memo dated April 10, 2017 to the satisfaction of the Engineering Services 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.
 - (6) Traffic impact fees shall be assessed by the Clerk prior to the issuance of a building permit. The impact fees and procedures shall be those in effect at the time of the issuance of a building permit as set forth in the City of Concord Code of Ordinances, Title IV, Subdivision Code: Chapter 29.2, Public Capital Facilities Impact Fee Ordinance. The amount of the impact fees shall be determined using the information contained in the following tables in Section 29.2.1-1 Assessment and Collection; subsection (b) Computation of the Amount of Impact Fees: Table 3, Transportation Facilities Impact Fee.

Prepared by: BAF

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