



Heather Shank  
City Planner

# CITY OF CONCORD

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

## Planning Board

June 21, 2017

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

Project: JDH Realty Holdings, LLC– Major Site Plan Application (2017-15)  
Property Owners: Jay W. Stewart Realty Holdings, LLC  
Address: 52 Locke Road  
Map/Block/Lot: 40/Z/6

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

This application was determined complete at the May 17, 2017 meeting.

#### **Project Description:**

The applicant is proposing to construct a building with 9,000 sf of warehouse and 3,816 sf of two story office. Parking will be located in front of the building with 28 parking spaces on site. An access drive will circle the building. Truck traffic will unload and leave the site directly.

#### **Project Details:**

Existing Lot Area:	20.851 acres
Zoning:	IN Industrial
	RO Residential Open Space
Existing Use:	Vacant
Frontage Required:	200 feet
Frontage Provided:	>200 feet
Lot Coverage Permitted:	85%
Lot Coverage Proposed:	4%
Setbacks Required:	50' front; 30' setback; 25' side
Setbacks Provided:	50' front; 30' setback; 25' side
Parking spaces required:	21
Parking spaces proposed:	28

#### **1. General Comments**

- 1.1 The following comments pertain to the 16 sheet site plan set titled “JDH Realty Holdings, LLC Site Plan,” dated April 19, 2017.
- 1.2 Architectural Design Review (ADR) is required for Major Site Plan applications. The Applicant

attended the June 13, 2017 ADR meeting.

a) The ADR Committee was in favor of the site design and approved the application as submitted on June 13, 2017.

- 1.3 Please see engineering comments in the memo from the Engineering Division, dated May 5, 2017.
- 1.4 Warehousing, wholesaling, & distribution with a gross floor area between 5,001-20,000 sf require at least 1 off-street loading space per Article 28-7-13(a) ZO. This loading space is permitted within the proposed building, but if outside must be designed with a minimum width of 14 feet, minimum height clearance of 14 feet, and a minimum area of at least 1,000 sf per Article 28-7-13(c) ZO. The off-street parking space should be shown on the site plan or a notation should be added to the site plan explaining that the loading space will be located within the proposed warehouse.
- 1.5 Staff recommendeds that the applicant include some bike parking with this application in accordance with Section 30.03 (SPR).

## **2. Landscape Plan**

- 2.1 The applicant has proposed New Bradford Pear Trees as a part of their land scape plan. The City requests that the Applicant re-consider this selection. New Bradford Pear trees are weak wooded, susceptible to ice storm damage, and have a tendency to split in half. They require vigilant pruning and maintenance early on to get a mature lifespan; they will require more maintenance than a stronger wooded tree species. Additionally, this tree has invasive traits and is under consideration for listing under the official invasive species list. It is not appropriate in this location close to naturalized areas.
- 2.2 The methods for preservation of existing trees should be noted on the landscape plan. Protective barriers such as silt fencing or construction fencing shall be installed around each plant to remain on site in accordance with Section 27.05 (SPR).

## **3. Technical Review Comments**

- 1.1 Indicate the location of all proposed Bicycle parking on the plan in accordance with Section 30.03 (SPR).

## **4. Recommendations**

- 4.1 **Grant ADR approval** for the construction of a new 12,816 sf building, parking lot, and related site improvements.
- 4.2 **Grant Major Site Plan approval** for the construction of a new 12,816 building, parking, and related site improvements at 52 Locke Road in the Industrial (IN) and Residential (RO) Open Space Districts, 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 the issuance of any building permits, or the commencement of site construction, unless otherwise specified:

- (1) Address all items under Comments 1, 2, and 3 to the satisfaction of the Planning Division.
  - (2) Address all Engineering comments in the memo dated 5/5/17 and any subsequent revisions 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.
  - (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 1, School Facilities Impact Fee; Table 2, Recreational Facilities Impact Fee and; Table 3, Transportation Facilities Impact Fee.

Prepared by: JCS

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**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**Community Development Department**

Edward L. Roberge  
*City Engineer*

**MEMORANDUM**

**TO:** John Stoll, Senior Planner  
**FROM:** Bryant A. Anderson, PE  
**DATE:** May 8, 2017  
**SUBJECT:** Plan Review, JDH Realty Holdings, 52 Locke Road; Map 40, Block Z, Lot 6; (2017-15)

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

- *Site Plans*, JDH Realty Holdings, LLC, 52 Locke Road, Concord, New Hampshire, prepared by Bedford Design Consultants, dated April 19, 2017; (received on 4/20/2017)
- *Traffic Letter*, Katherine Weiss (Bedford Design) to the Planning Board, dated April 19, 2017 (received on 4/20/2017)
- *Stormwater Management Report*, 52 Locke Road, Concord, New Hampshire, prepared by Bedford Design Consultants, dated April 19, 2017; (received on 4/20/2017)

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**

**Existing Conditions Plan**

1. The Book and Page for the Temporary Cul-de-Sac Easement should be noted on the plan and a copy of the easement should be submitted to the City.

**Site Plan**

1. The following note should be added to the plan: "The contractor shall obtain Utility Connection Permits from the Engineering Services Division for the proposed water and sewer services; and storm drain connections."

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

2. The length of the parking spaces along the southern side of the parking lot should be increased to 19 ft in accordance with Section 18.04 of the Site Plan Regulations.
3. The width of the van accessible space should be increased to 11 ft and the width of the access aisle should be reduced to 5 ft wide in accordance with Section 18.06 of the Site Plan Regulations.
4. The curb ramp does not appear to be drawn to scale base on a 6 in curb reveal.
5. Tip down/transition curb should be provided at the start of the curbing on each side of the driveway.
6. Bicycle parking should be provided based on Section 30.03 of the Site Plan Regulations and the 2010 Bicycle Master Plan; and designed as follows:
  - a. Located as close to the main entrance as practicable;
  - b. The City's preferred rack designs are an inverted "U" or a post and ring type where the center post is the same dimension as the rings.
  - c. Acceptable racks are the Square U Rack by MADRAX, Downtown Rack by Dero or similar.
  - d. Refer to the Association of Pedestrian and Bicycle Professionals (APBP) Bicycle Parking Guidelines or the City of Cambridge Bicycle Parking Guide (Appendix L, 2010 Concord Bicycle Master Plan) for additional information of acceptable rack types and layouts. A copy of the Bicycle Master Plan is available on the Planning Division section of the City's web page, [www.concordnh.gov](http://www.concordnh.gov).
  - e. A detail of the selected rack and layout dimensions should be included in the plans.
7. The proposed wheel stops do not meet the requirements of Section 18.19 of the Site Plan Regulations. Curbing with drainage openings or guardrail should be provided.

### **Grading Plan**

8. Based on the height and location of the proposed retaining wall at the northeast corner of the building, ESD recommends that a pedestrian and vehicle guard be provided.
9. It appears that a guard/railing may be required along the retaining wall in the loading area since the height exceeds 30 in. within 36 in. of a walking surface (refer to Section 1013 of the Building Code).
10. It appears that the grades within the accessible parking area will exceed ADA 2 percent max. requirement. Additional spot grades should be provided to ensure that ADA requirements are met.
11. Based on the provided spot grades, it does not appear that the following ADA requirements are met between the accessible parking spaces and the main building entrance:

- a. A level landing/maneuvering area should be provided at the entrance door in accordance with Section 404.2 of the ADA Design Standards.
  - b. A 2 percent (max.) cross slope should be provided along the 5 ft sidewalk that runs along the parking spaces and across the walkway leading the main entrance.
  - c. A 5 percent (max.) longitudinal slope should be maintained along the walkway between the level landing at the entrance and the back of the sidewalk that runs along the parking spaces.
12. Pre-treatment should be provided for the infiltration trench in accordance with Section 22.07(4) of the Site Plan Regulations.
13. A note should be added to the plan stating that the stormwater management system shall be maintained in accordance with the project's Inspection & Maintenance Manual.

#### **Utilities Plan**

14. A profile should be provided for the water service line in accordance with Section 16.02 (14) (b) of the Site Plan Regulations.
15. It is unclear if the above ground fuel storage tank is for heating oil or propane.
16. The designer should confirm that a 4 in fire protection line is adequate for the proposed building. Typically, 6 or 8 in (min.) lines are provided.
17. The configuration of SMH 67 should be revised so that the angle between the pipes is 90 deg. or greater.
18. Additional separation should be provided between the light pole and OS #40.
19. The underground electric and gas lines should be depicted with radii /sweeps instead of angular bends based on how the lines will actually be installed.

#### **Sewer Profile Sheet**

20. The size of the sewer line out of SMH 67 is labeled 6 in on the plan view and 8 in on the profile. Considering that this is part of a service connection, a 6 in line and 6 in drop should be provided.

#### **Landscape Plan**

21. Additional separation should be provided between the water line and the 4 Pin Oak trees along the driveway.

#### **Lighting Plan**

22. Cut sheets/details of the proposed lighting fixtures should be provided on the plan.

## **Detail Sheets**

- 23. A detail should be provided for the proposed retaining wall to the northeast of the building.
- 24. The 2 ft dimension for the side flare on the Handicap Ramp Detail is not consistent with a 6 in curb reveal and a 1:12 max. slope (Detail Sheet II).
- 25. The width dimensions on the Accessible Parking Spaces Detail do not match the dimensions shown on the Site Plan (Detail Sheet II).
- 26. A fire hydrant flag should be specified on the Fire Hydrant Detail (Detail Sheet III).
- 27. Details should be provided for the stone entrance aprons into the forebays.
- 28. A detail should be provided for the spillway between Forebay 2 and Bio-Retention Area 2. In addition, spot grades should be added to the Grading Plan.
- 29. A detail should be provided for the crushed stone infiltration trench.

## **Easement Plan**

- 30. The temporary cul-de-sac easement referenced in Note 10 should not be released since the future phase roadway easement is being petitioned to be released. In addition, the existing temporary cul-de-sac easement should be reviewed to ensure that it will not be affected by the release of the future roadway easement.

## **Stormwater Management Report**

- 31. Summary totals were not provided in the Hydrocad printouts.
- 32. The starting water surface for the two sediment forebays should be set to the invert of the lowest outlet control device since the sediment that builds up in them will reduce the available storage volume and restrict infiltration.

## **Traffic Letter**

- 33. The trip generation estimates reported in the letter appear reasonable.
- 34. The trip generation values noted for this site development are less than what was reported for a prior land use proposal at this site (Fournier Foods). This former proposal included a more detailed traffic impact study of the area, including the I-93 Exit 16 interchange area, with finding of no significant traffic impact.

### **State/Federal Permits**

The project will require the following state and/or federal permits associated with the site design:

- EPA Construction General Permit – Notice of Intent
- NHDES Sewer Connection Permit

A copy of the permits should be submitted to the City once they are issued.

### **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 pre-construction 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 (may also be applied for at the time of building permit applications with the Code Administration Division)
  - b. Excavation Permit (for work within the ROW)
  - c. Utility Connection Permits (sewer and water services)
3. Performance surety (bond, letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at \$9,000 based on a 2.2 ac disturbance area. (establish surety prior to pre-construction meeting)
4. Advanced deposit for site construction inspection fees (initial deposit amount determined by the ESD based on the project schedule and estimated services, final inspection fee to be adjusted based on actual services rendered). A project schedule should be submitted a min. of two weeks prior to the pre-construction meeting for use in establishing the deposit amount. (submit deposit a min. of three days prior to pre-construction 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.