



Heather Shank  
City Planner

# CITY OF CONCORD

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

## Planning Board

March 21, 2018

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

Project: 117 Manchester St – Major Site Plan Application (2017-50)  
Property Owners: 117 Manchester St. LLC  
Address: 117 Manchester St/ 8 Old Suncook Road  
Map/Block/Lot: 110/D1/8

### **Determination of Completeness:**

This application was determined complete on December 20, 2017.

### **Project Description:**

The applicant is proposing to renovate an existing vacant 2-story 22,336 sf building at 8 Old Suncook Rd to house 16 residential units on the second floor and 10,060 sf of offices for health care practitioners on the first floor. The existing parking lot will have some pavement removed to minimize impervious surface areas and provide new green space. Additionally there will be an office and maintenance shop located on the first floor.

### **Project Details:**

Existing Lot Area: 2.08 acres  
Zoning: Highway Commercial District (CH)  
Existing Use: Multifamily/Commercial  
  
Frontage Required: 200'  
Frontage Provided: 100.08' Manchester St; 175.28' and 375.22' Old Suncook Rd  
  
Lot Coverage Permitted: 80%  
Lot Coverage Proposed: Existing\*  
  
Setbacks Required: 50' Front; 30' Rear; 25' Side  
Setbacks Provided: Existing \*  
  
Parking spaces required: 151 spaces  
Parking spaces provided: 123 Total: 76 Standard; 42 Compact; 5 Handicap Accessible

\* Existing non-conformity

### **1. General Comments**

1.1 The following comments pertain to the 8 sheet site plan set titled Commercial Site Plan 117 Manchester Street, LLC dated October 18, 2017.

- 1.2 Please reference Memo from Engineering dated December 11, 2017.
- 1.3 This site was previously granted a variance, on January 9, 1991 to Article 28-12-14(e) of the Zoning Ordinance (ZO), to permit parking to a property line. This site was also previously granted a special exception, on January 9, 1991, under Article 28-12-4(a) (ZO), Parking lot design, in order to permit 50% of total parking spaces to be designated for compact cars.
- 1.4 This site was granted a variance, on December 6, 2017, to Article 28-7-2(e) (ZO), Table of Off-Street Parking, to provide 122 parking spaces where 135 spaces are required for multi-family residential use and mixed commercial uses, and to maintain previously granted parking relief.
- 1.5 Major Site Plan applications require Architectural Design Review (ADR). This application appeared before the ADR Committee on January 9, 2018 and March 13, 2018. ADR approved of site layout and related improvements with the recommendation that the exterior vents on the heating and ventilation units be painted to match the building siding as best as possible; and added panels be painted to match their respective facades.
- 1.6 The applicant's original proposal called for a renovation of the existing building that would result in 31 residential units on both the first and second floors. They are returning with a proposal for 16 residential units on the second floor and offices for health care practitioners on the first floor.
- 1.7 The site was granted a variance, on March 14, 2018, to Article 28-7-2(e) (ZO), Table of Off Street Parking, to provide 123 parking spaces where 151 spaces are required for multi-family residential use, medical office, and mixed commercial uses, and to maintain previously granted parking relief.

## **2. Site Layout**

- 2.1 This plan improves traffic circulation significantly by removing and rearranging parking spaces and curbing in the parking area located towards the Westerly side of the site in front of 8 Old Suncook Rd, in accordance with Staff recommendations.
- 2.2 The Northwesterly paved corner of the lot will be replaced with a landscaped green common area for apartment residents. Landscaped bump-outs and islands are proposed throughout the site. It is staff's opinion that the aesthetics of the site will be significantly improved.
- 2.3 Staff recommends that the applicant provide bicycle parking on the site in accordance with Section 30.03 (SPR).
- 2.4 Illegal parking, within the Manchester Street right of way, currently takes place in front of the 117 Manchester Street building. The applicants have agreed to install curbing along the street in order to help deter parking in this area.
- 2.5 The planting details on this plan are not the official city details. Staff recommends that the applicant use the city planting details.
- 2.6 Staff recommends replacing the Columnar Maple in the parking lot with any tree listed on the City 2016 construction standards shade trees list example Yellowwood.
- 2.7 Staff recommends replacing the Endless Summer Hydrangea with something more durable.

### 3. Technical Review Comments

- 3.1 Add identification of the High Density Residential (RH) and the Open Space Residential (RO) zoning districts to the proposed site plan in accordance with Section 15.04(23) (SPR).
- 3.2 Add zoning district designation to the Location Plan in accordance with Section 12.04(9) (SPR).
- 3.3 Per Section 13.01 (SPR) a copy of any actions by the Zoning Board of Adjustment (ZBA) on requests for special exceptions or variances is required. Staff requests that this information be included as a note on the plan.
- 3.4 Add plan references for prior recorded surveys on the lot in accordance with Section 12.06 (4) (SPR).
- 3.5 Add each existing and proposed use to the proposed site plan in accordance with Section 15.04(4) (SPR).
- 3.6 Add tabulations for total and proposed impervious surfaces to the plan in accordance with Section 15.03(23) (SPR).
- 3.7 Add setbacks for the existing buildings to the plan in accordance with Section 15.03(19) (SPR).

### 4. Recommendations

- 4.1 **Grant ADR approval** for the proposed site design and related site improvements, subject to the condition that the vents and added panels be painted to match their respective facades.
- 4.2 **Grant Major Site Plan approval** for renovation of an existing vacant 2-story 22,336 sf building at 8 Old Suncook Rd to house 31 residential units and related site improvements, subject to the following precedent and subsequent conditions noted below:
  - (a) Precedent Conditions – to be fulfilled within one (1) year and prior to issuance of any building permits, or the commencement of site construction, unless otherwise specified:
    - (1) Address Technical Review Comments noted in Section 3 above to the satisfaction of the Planning Division.
    - (2) Address review comments from Engineering Services to the satisfaction of the Engineering Division.
    - (3) Add the City Planting Details to the *Notes, Plant Schedule, & Details Sheet* (LA-3.0).
    - (4) Submit two (2) 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 the 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: JCS

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

David Cedarholm, PE  
City Engineer

**MEMORANDUM**

**TO:** John Stoll, Senior Planner  
**FROM:** Bryant A. Anderson, PE  
**DATE:** March 9, 2018  
**SUBJECT:** Plan Review (2), Commercial Site Plan, 117 Manchester Street;  
Map 110D, Block 1, Lot 8; (2017-50)

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

- *Commercial Site Plan*, 117 Manchester Street, LLC, 117 Manchester Street, Concord, NH, prepared by Richard D Bartlett & Associates, dated October 18, 2017 (revised thru 2/21/2018)

As a supplement to any comments offered by the Planning Division, Engineering 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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Note: Engineering has previously reviewed this project and has submitted comments to the Planning Division in a memorandum dated December 11, 2017. Comments from our previous memorandum that have not been addressed are included and noted in the comments below.

**General Comments**

1. (Existing Conditions Plan) The proposed 7 ft ROW easement and detail does not represent an existing site condition and should be moved to and labeled on the Site Plan. In addition an easement plan, suitable for recording at the Merrimack County Registry of Deeds, should be prepared in conjunction with a public right-of-way easement deed. A sample ROW easement deed can be found on the Planning Division's section of the City's web page under Planning Documents Fees. The easement plan should also be referenced on the Site Plan. **(Repeat comment from 12/11/17)**
2. (Site Plan) The 50' setback as shown on the Site Plan should conform to the proposed right-of-way line, not the existing right-of-way line. **(Repeat comment from 12/11/17)**

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

3. (Site Plan) Right-of-way bounds will be required for the proposed right-of-way line and should be designated on the easement plan and the site plan. ***(Repeat comment from 12/11/17)***
4. (Site Plan) Curb ramps should be specified at each of the accessible parking space access aisles and at the western end of the crosswalk that crosses the main drive aisle between the buildings. ***(Repeat comment from 12/11/17)***
5. (Site Plan) Dimensions should be added for the proposed parking spaces and drive aisle widths. ***(Repeat comment from 12/11/17)***
6. (Site Plan) A “No Parking” sign should be specified behind the proposed curbing along Manchester Street. ***(Repeat comment from 12/11/17)***

### **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 permit(s) will need to be obtained from the Engineering Services Division:
  - a. Driveway Permit
  - b. Excavation Permit (for work within the ROW)
  - c. Utility Connection Permits (if a new water service is required)
3. Advanced deposit for site construction inspection fees (initial deposit amount determined by Engineering 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)