



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

August 15, 2018
Project Summary – Major Site Plan

Project: Dixon Avenue Parking Lot Improvements (2018-33)
Property Owners: 14 Dixon Avenue Development Company, LLC
Address: 4-6 Dixon Avenue
Map/Block/Lot: Tax Map 46, Block 6, Lots 15 & 16

Determination of Completeness:

This application was determined complete at the July 18, 2018 Planning Board meeting.

Project Description:

The applicant is proposing to reconfigure and reconstruct parking lots located off Dixon Avenue in the Central Business Performance District, increasing the number of parking spaces from 55 spaces to 79 spaces. The proposal includes relocation of an existing retaining wall, re-grading and resurfacing of the existing parking, resurfacing of Dixon Avenue, new site lighting, drainage improvements, and landscaping.

Project Details:

Zoning: Central Business Performance (CBP) District

Existing Lot Area: Lot 15: 0.36 acres
Lot 16: 0.3 acres

Existing Use: Parking lot
Proposed Use: Parking lot

Existing parking spaces: 55 spaces
Parking spaces provided: 68 spaces, including 1 van accessible space (variance granted)

1. General Comments

- 1.1 The following comments pertain to the 7 sheet site plan set titled "Site Redevelopment Plans, Dixon Avenue Parking, Tax Map 45, Block 6, Lots 15-17, Concord, Merrimack County, New Hampshire", prepared by Rokeh Consulting, LLC, dated June 10, 2018, revisions received July 9, 2018.
- 1.2 The Applicant attended the Architectural Design Review (ADR) committee meeting on August 7, 2018. The Committee approved the site plan as submitted with the recommendations that at least one shade trees be provided in the small landscape bed at the north end of the parking lot, and that

- a landscaped area be provided at the top of the existing retaining wall along Storrs Street, allowing vegetation to hang down over the wall to enhance the streetscape.
- 1.3 The Applicant has submitted a separate, concurrent ADR application for construction of an ADA accessible ramp in the right of way in front of 1 Eagle Square; a park and new parking area in the right of way in front of 4-6 Dixon Ave; and a patio and green space along the Storrs Street frontage of 8-14 Dixon Ave. Those components are not subject to this Major Site Plan approval.
- 1.4 At the June 6, 2018 meeting, the Zoning Board of Adjustment (ZBA) granted several variances from the Zoning Ordinance (ZO):
- In accordance with Article 28-8-4(a)(1), Continuation of a Non-conforming Use the applicant requests a Variance to Article 28-2-4(j), The table of Principal Uses, to permit the reconstruction and expansion of a surface parking lot where such use is not permitted
 - A Variance to Article 28-7-7(a), Standard Parking Spaces, to permit all parking spaces to have minimum dimensions of 8.5' wide x 17' in length where a standard parking space is required to be 9' wide by 19' in length
 - A Variance to Article 28-7-5, Requirements for Handicapped Accessible Parking Spaces, to permit the provision of 1 van accessible parking space where 5 accessible spaces are required
 - A Variance to Article 28-7-7(e), Minimum Aisle Widths, to allow a driveway/aisle to be 15 feet in width when a width of 24 feet is required
 - A Variance to Article 28-7-7(g)(2), Setbacks and Restrictions, to allow parking with no setback from various property lines when a minimum setback of 5 feet is required
 - A Variance to Article 28-7-8(a), Restrictions on Backing into a Street, to allow a parking configuration that requires backing into a street to exit parking spaces
 - A Variance to Article 28-7-10(a), Parking Lot Perimeter Landscaping, to permit no perimeter landscaping at various locations around the perimeter of the proposed parking area when a 5 foot perimeter landscaping strip is required
 - A Variance to Article 28-7-10(b), Parking Lot Interior Landscaping Required, to allow no interior landscaping when a minimum 5% of the gross parking lot area is required to be landscaped open space within the parking lot
 - A Variance to Article 28-7-12, Performance District Standards, Section (a)(2), to allow a parking lot to be adjacent to Storrs Street where parking lots are required to be at least 100' from Storrs Street
- 1.5 The variances were granted with the condition that the lots are merged. The applicant shall apply for a voluntary lot merger, and merger shall be completed and recorded as a condition of final site plan approval.
- 1.6 Please see Engineering comments in a memo from Bryant Anderson, Engineering Division, dated July 30, 2018.
- 1.7 The latest revised plans show the parking lot across Storrs Street at "Phase Two of Project". Any

layout details should be removed from the plan. Phase 2 is not part of this application and should be filed as a separate application.

2. Conditional Use Permit

- 2.1 The Applicant is requesting a Conditional Use Permit per Article 28-7-8(c) Separation of Driveways in Non-residential Districts to permit a driveway within 123' of a street intersection where 125' separation is required. The basis for the request is that Dixon Avenue is used primarily as an interior circulation road, and a similar (though not identical) layout exists, therefore, this configuration would be consistent with the objectives of the regulations.

3. Site Plan Comments

- 3.1 Although the applicant was granted a variance to the landscape requirements, staff recommends that the Applicant provide landscaped areas to the greatest extent possible and submit a Landscape Plan in accordance with Sections 16.02(15) and 27 of the Site Plan Regulations (SPR).

Please note that Section 27.07(11) (SPR) states "Landscaping shall be provided in accordance with the Zoning Ordinance *and as otherwise deemed appropriate by the Planning Board.*" Staff also notes that Section 18.02, Parking Lot Design Standards, states: "Parking areas shall be landscaped to improve the overall appearance of the community and to reduce heat island effects..." Staff notes that a large landscape bed is proposed to be removed as part of this project to allow for the addition of 13 parking spaces. Staff recommends that, at a minimum, two parking spaces in the center of the lot should be converted into a landscaped bed to provide two shade trees, reduce heat island effects and improve the aesthetics of the site.

- 3.2 An existing utility pole is located within the proposed westernmost driveway, sticking out approximately 3' from the row of parking. Staff has concerns that the utility pole will pose a hazard to cars exiting the adjacent parking spaces and recommends relocation of the utility pole. If relocation is not feasible, bollards with reflective warning strips should be installed to surround the utility pole.
- 3.3 Per Section 16.02(16), if lighting is proposed, the Applicant shall provide details and a lighting plan that shows the light levels in footcandles. The color and height of all light poles to the top of the fixture shall be noted on a detail of the poles. Lighting shall be designed in accordance with Section 29 (SPR) and Article 28-7-7(j) of the Zoning Ordinance.
- 3.4 The proposed 10x25 Dumpster Area shall be called out as a concrete pad, per the City's Construction Standards and Details. In addition, per Section 20.06 (SPR), an opaque fence shall be provided to screen the dumpsters to block view from abutting properties. Dumpster pad and screening details shall be provided on the Detail sheets.
- 3.5 "New Stairs" are called out on the Site Plan and Grading Sheets at the southeast corner of the site. Applicant shall provide additional information regarding the construction of the stairs including material, grading, and dimensions. In addition, the demolition plan shall indicate the existing stairs to be removed as well as the proposed treatment for that area after the stairs are removed and relocated.

4. Technical Review Comments

- 4.1 A list of variances and date granted shall be provided on the Site Plan.

- 4.2 Add a Planning Board Approval Block to the Cover Sheet, Sheet 4, and Sheet 5 (see example below)



- 4.3 Revise the Limit of Work line to include the proposed crosswalk striping areas at the Storrs St. intersection.
- 4.4 Lot 17 is not included in this Site Plan application. Remove all references to Lot 17 on the cover sheet and in notes.
- 4.5 Delete the second sentence in Note 3 on the Site Plan as it is not applicable to this application.
- 4.6 Delete the reference to the cape cod berm in Note 4 on the Site Plan, and remove the detail from the details Sheet.
- 4.7 Provide revision dates for subsequent plans submitted.
- 4.8 Staff recommends that a consistent font and arrow sizes be used for to improve plan legibility.
- 5. Recommendations**
- 5.1 **Grant ADR approval** for the proposed site plan as submitted.
- 5.2 **Grant Conditional Use Permit** approval per Article 28-7-8(c) Separation of Driveways in Non-residential Districts to permit a driveway within 123' of a street intersection where 125' separation is required.
- 5.3 **Grant Major Site Plan** approval for the proposed parking lot improvements, 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) Address Site Plan and Technical Review comments noted in Sections 2 and 3 above.
 - (2) A Landscape Plan in accordance with Sections 16.02(15) and 27 of the Site Plan Regulations shall be submitted for review and approval by Planning staff.
 - (3) Address Engineering review comments to the satisfaction of the Engineering Division.
 - (4) 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: BAF

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

David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Beth Fenstermacher, Assistant City Planner
FROM: Bryant A. Anderson, PE
DATE: July 30, 2018
SUBJECT: Plan Review, Parking Lot Improvements, Dixon Avenue;
Map 45, Block 6, Lots 15-17; (2018-33)

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

- *Site Redevelopment Plans*, Dixon Avenue Parking, Tax Map 35B, Block 1 Lot 2, Tax Map 45, Block 6, Lots 15-7, Concord, New Hampshire, prepared by Rokeh Consulting, LLC, dated June 10, 2018 (with revised sheets 3-5/7 via email 7/9/2018)
- *Drainage Summary*, Dixon Avenue Parking Lot, Map 35B, Block 1, Lot 2, Map 45, Block 6, Lot 15-17, Dixon Avenue, Concord, New Hampshire, prepared by Jon Rokeh, PE, dated July 6, 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.**

Site Plans

1. An Erosion Control Plan should be included in the plan set that shows the location and type of the required erosion control measures.
2. A Lighting Plan should be provided for the proposed parking lot lights.

Cover Sheet

3. Tax Map 35B, Block 1, Lot2 should be removed from the plan title information and from the site location map as the proposed improvements to this lot will be reviewed as a separate project.

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

Existing Conditions Plan

4. Two existing catch basins along the alley at the west end of the site are tied into the sewer system. Based on the proposed improvements these basins will be disconnected from the sewer system and tied into the drainage system.

Layout Plan

5. The plans should only show the proposed improvements related to the parking lot improvements. The proposed improvements for the parking lot across Storrs Street should be removed and shown on a separate set of plans.
6. The following notes should be added to the plan:
 - a. All work shall be performed in accordance with the City of Concord's Construction Standards and Details (latest edition).
 - b. All utilities shall be installed underground in accordance with Section 25.02(1) of the Site Plan Regulations.
 - c. Upon completion of construction the contractor shall submit as-built drawings to the Engineering Services Division.
 - d. The contractor shall set up a preconstruction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc.
 - e. The contractor shall obtain an Excavation Permit from the Engineering Services Division for work within the ROW.
 - f. The contractor shall obtain a Driveway Permit from the Engineering Services Division for the proposed driveway.
 - g. A Temporary Traffic Control Plan (TTCP) will be required for all work in and adjacent to the City ROW that will require lane closures. The TTCP should be submitted to the ESD for review and approval a minimum of two weeks prior to the construction activities that require the lane closure(s).
7. The total number of parking spaces should be noted on the plan.
8. Documentation should be provided that the abutter has reviewed and approved the proposed retaining wall at the bottom of the existing stairway (from the upper parking lot) to ensure that access to their loading dock is maintained.
9. The length of the parking spaces along the south end of the site needs to be increased to 17 ft.
10. The applicant has received a variance to reduce the drive aisle width to 15 ft (min). However, it is Engineering's opinion that the width of the drive aisle for the upper parking lot on the west side of the site needs to be increased to 24 ft (min.) as required

by the Site Plan Regulations. The proposed 17-18 ft drive aisle is not sufficient to accommodate parking movements.

11. Dimensions should be provided for the proposed accessible parking space and access aisle.
12. The replacement sidewalk along the south side of Dixon Avenue should be extended to the west to the end of the parking spaces; And accessible curb ramps should be provided at either end of the sidewalk. The ramp at the west end of the sidewalk should have a 5 ft landing area at the end of the sidewalk.
13. Guardrail should be provided along the top of the proposed retaining wall along the south side of the parking lot.
14. An existing utility pole conflicts with the last parking space at the southern end of the upper parking lot. The layout of the spaces needs to be revised or the space eliminated to prevent the conflict.

Drainage and Grading Plan

15. The Retaining Wall Detail needs to be moved to the detail sheet.
16. The following information needs to be included with the Retaining Wall Detail:
 - Wall manufacturer, model, finish, etc.
 - Verification that the proposed guardrail is compatible with the wall system.
 - Which of the proposed walls the detail applies to.
17. Railings or fences should be provided at the top of all retaining walls (existing and proposed) where the vertical height is 30 in. or more in accordance with the building code.
18. The gap between the between the existing stairs and proposed retaining wall at the southwest corner of the site should be eliminated.
19. Additional spot shots/grading information should be provided in the area of the proposed accessible parking space/access aisle to demonstrate that it will meet ADA grading requirements.
20. The size of the proposed drain lines between CB 1A and CB 1; and CB 1 and CB 2 need to be labeled on the plan.
21. Additional spot grades need to be provided corners of the upper parking lot.
22. It is unclear where the locations of the existing ground spot grade labels apply to.
23. Additional separation needs to be provided between the corner of the existing/proposed retaining wall and the drain line between CB 1A and CB 1.

24. The grading needs to be revised and additional information needs to be provided at the northeast corner of the project limits.

25. It is unclear why proposed water services are being shown for the two existing buildings.

Construction Details

26. The details should be updated based on the recent revisions to the plans. The following details should be provided:

- Railing detail(s)
- Curb ramp(s)
- Pavement section
- Sidewalk
- Stairs
- Accessible parking
- Dumpster pad
- Mill and overlay
- Crosswalk
- Additional retaining walls (if more than one type are proposed)
- Light pole
- Erosion control measures

Drainage Summary

27. Pre and post-development drainage area maps should be included in the summary.

28. Peak runoff rate calculations should be provided for the 2, 10, 25, and 100 year storm events to confirm that there is only a minor increase in runoff rates after the existing basis are disconnected from the sewer system.

General Comments

29. Please note, there are several proposed redevelopment projects for this area with different permitting requirements. Individual site plans should be provided for each of the proposed redevelopment projects as follows:

- Parking Lot/Dixon Avenue Improvements
- Accessible Sidewalk Improvements - Eagle Plaza (sidewalk along east side of North Main Street)
- Gateway Plaza Improvements (Dixon Avenue between North Main Street and Storrs Street)

- Dixon Plaza (City parcel west of Storrs Street)
- Parking Lot Improvements (Map 35B, Block 1, Lot 2, eastside of Storrs Street)

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)
3. Performance surety (bond, letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at \$5,000 (min. amount) based on a 0.8 ac disturbance area. (establish surety prior to pre-construction meeting)
4. Performance surety (bond, letter of credit, or cash deposit) for work within the right-of-way and proposed public improvements. An engineer's cost estimate, based on the current NHDOT weighted average unit prices, should be submitted a min. of two weeks prior to the pre-construction meeting. (establish surety prior to pre-construction meeting)
5. 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)
6. Retaining wall design drawings (stamped by a licensed structural engineer) should be submitted to Engineering 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.