



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

September 19, 2018
Project Summary – Major Site Plan

Project: Rymes Propane & Oil Parking Lot Expansion (2018-44)
Property Owners: RFFF 1, LLC
Address: 257 Sheep Davis Road
Map/Block/Lot: 61/Z 1

Determination of Completeness:

Determine this application complete and open the public hearing, subject to granting the Applicant's Waiver Request to Section 10.06 of the Site Plan Regulations (SPR), to hold the Public Hearing at the same meeting as the Determination of Completeness.

The Applicant was before the Board for a Minor Site Plan application in 2016 for a previous parking lot expansion. In addition, the proposed parking spaces were shown as "future" spaces on a Site Plan approved in 2001. The parking spaces were not engineered or approved as future spaces under a Conditional Use Permit; therefore, the additional expansion triggered Major Site Plan approval. Using the criteria of RSA 674:44 III(e)(1) as guidance, staff believes that a waiver would not be contrary to the spirit and intent of the regulations. Staff recommends that the Board grant the waiver request and open the public hearing.

Project Description:

The applicant is requesting Major Site Plan approval for the construction of an approximately 10,340 sf, 29-space parking lot expansion with associated drainage, grading, and landscape improvements, and the conversion of 3 existing standard spaces into 2 accessible spaces at 257 Sheep Davis Road in the Gateway Performance (GWP) District.

Project Details:

Zoning:	Gateway Performance (GWP) District
Existing Lot Area:	2.554 ac
Existing Use:	General Business Office
Proposed Use:	No change in use, proposed parking lot expansion
Required parking spaces	68 spaces
Existing parking spaces	70 spaces, including 2 accessible spaces
Parking spaces provided	98 spaces, including 4 accessible spaces
Maximum Lot Coverage	85%

Existing Lot Coverage	46.1%
Proposed Lot Coverage	55.4%
Building Setbacks Required	25' front, 25' rear, 25' side
Building Setbacks Provided	52' front, 34' rear, 26' side

1. General Comments

- 1.1 The following comments pertain to the 8 sheet site plan set titled "Site Development Plans, Rymes Propane & Oil, 257 Sheep Davis Road, Concord, NH", prepared by SFC Engineering, dated August 8, 2018.
- 1.2 The Architectural Design Review (ADR) committee reviewed the application at their meeting on September 11, 2018. The Committee recommended approval of the site plan as submitted subject to applicant addressing landscaping comments from Planning staff.
- 1.3 The applicant requests a waiver from Section 12.03(1) and 15.03 (SPR) requiring that a NH Licensed Land Surveyor prepare, sign and seal the existing conditions plan. The Applicant has provided the Existing Conditions Plan that was prepared and signed by FWS Land Surveying, LLC, for the 2016 Minor Site Plan Application. With the exception of the 20 parking spaces constructed in 2016, existing conditions and boundary information have not changed. The as-built location of those spaces was added to the plans prepared by SFC. The information provided is sufficient to review the Major Site Plan Application. Staff supports the waiver request.
- 1.6 Please see Engineering comments in a memo from Bryant Anderson, Engineering Division, dated September 10, 2018.

2. Technical Review Comments

- 2.1 Revise all references to the Map/Block/Lot from "Map 61, Block Z 1" to "Map 61Z Lot 1".
- 2.2 On the Site Development Plan, staff recommends that a limit of work line be provided and the existing conditions be screened back to improve plan legibility.
- 2.3 The Zoning Administrator classifies the use of the site as "General Business Office", which has a parking requirement of 1/300 sf of gross floor area. Revise note 20 on Sheet 3 to reflect the correct classification and calculations for parking spaces (68 spaces required).

3. Landscape Comments

- 3.1 Per Section 15.04 (SPR) the calculation of trees to be planted shall be provided. Per Section 18.17, 1 tree per 1000 sf of any proposed parking area is required ($10,340 \text{ sf} \times 1/1000 = 10 \text{ trees}$). Only 3 trees are proposed. Plan shall be revised to provide the required number of trees. In addition, it appears that several trees that were required for the 2016 parking lot expansion will be removed. Applicant shall determine if additional plantings are required to account for the new expansion in addition to the 2016 addition. Staff notes that the applicant presented a revised concept plan at the Architectural Design Review meeting to provide the correct number of trees. The plantings shall be shown on the final plan set.
- 3.2 A total of 517 sf of interior landscape area is required. Per Note 10 on Sheet 3, 1030 sf of interior landscape area is provided. It is not apparent on the plan which areas are being counted towards

the interior landscape area calculation. Please provide additional information on how the landscape areas were calculated. Landscape areas shall be no less than 9' in horizontal dimension. Applicant may need to revise the layout or eliminate a parking space for a landscape area.

- 3.3 Landscape plan count and symbols do not match, it appears there are 6 total shrubs, and the table indicates only 3.

4. Recommendations

- 4.1 **Grant ADR approval** for the proposed site plan for the parking lot expansion as submitted.

- 4.2 **Grant Waiver** to Sections 12.03(1) and 15.03 (SPR) to not have a NH Licensed Land Surveyor prepare, sign and stamp an updated Existing Conditions Plan. Using the criteria of RSA 674:44 III(e)(1) as guidance, staff believes that strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations, and the site plan can be satisfactorily reviewed with the information provided.

- 4.3 **Grant Major Site Plan** approval for the proposed parking lot expansion at 257 Sheep Davis Road, 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) Any waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Site Plan Regulations. Should the Board vote to deny the waiver request(s), applicant shall comply with said submission requirement(s).
- (2) Address Technical Review comments and Landscape comments noted in Sections 2 and 3 above.
- (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: September 10, 2018
SUBJECT: Plan Review, Rymes Propane & Oil, 257 Sheep Davis Road;
Map 61Z, Lot 1; (2018-44)

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

- *Site Development Plans*, Rymes Propane & Oil, 257 Sheep Davis Road, Concord, NH, prepared by SFC Engineering, dated August 8, 2018
- *Stormwater Management Report*, Minor Impact Site Plan, Rymes Propane & Oil, 257 Sheep Davis Road, Concord, New Hampshire, prepared by SFC Engineering, dated August 14, 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. (Cover Sheet) The Map/Block/Lot designation listed in the Title Block and on the plans should be revised to Map 61Z, Lot1. This comment applies to all applicable sheets.
2. (Site Development Plan) The location of the accessible parking signs should be shown on the plan.
3. (Construction Details) The height to the bottom of the sign on the Sign & Post Installation Detail should be increased to 7 ft. in accordance with MUTCD requirements for signs in pedestrian areas.

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

General Comments

4. It is Engineering's understanding that the Applicant is requesting a waiver to remove the requirement for a Licensed Land Surveyor to stamp the Existing Conditions Plan. Engineering takes no exception to this request.

State/Federal Permits

The project will require the following state and/or federal permit(s) associated with the site design:

- NHDES Registration and Notification for Storm Water Infiltration to Groundwater

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

Post-Approval/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. 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 the proposed disturbance area. (establish surety prior to pre-construction meeting)
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)