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City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

April 17, 2019

Project Summary – Minor Site Plan

Project: Ledyard National Bank – Minor Site Plan (2019-10)
Property Owners: Ledyard Financial Group
Address: 74 South Main Street
Map/Block/Lot: 28-2-1

Determination of Completeness:

The application was determined complete at the March 20th meeting.

Project Description:

The applicant is requesting Minor Site Plan approval proposes to reconstruct a parking lot in conjunction with a renovation of an existing building in the Urban Commercial (CU) District. The applicant is also requesting a CUP to allow driveways closer to an intersection than would otherwise be permitted.

Project Details:

Lot Size Required:	12,500 sf
Existing Lot Area:	11,057 sf - <i>Existing Non-conformity</i>
Zoning:	Urban Commercial (CU)
Existing Use:	Pharmacy
Proposed Use:	Bank
Buildable area required:	6,250 sf
Buildable area provided:	5,592 sf – <i>Existing Non-conformity</i>
Lot Frontage Required:	100'
Lot Frontage Provided:	210'
Lot Coverage Max:	80%
Lot Coverage Existing:	80%
Lot Coverage Proposed:	73.5%
Building Setbacks Required:	15' front; 15' rear; 15' side
Building Setbacks Provided:	28.5' front; N/A rear; 15' side

1. General Comments

- 1.1 The following comments pertain to the 8 sheet plan set titled “Alterations to 74 South Main Street” prepared by Randall T Mudge & Associates, dated January 16, 2019 and revised through April 5, 2019.
- 1.2 Please see the memo from Engineering Services dated April 5, 2019.

- 1.3 At the February 6, 2019 meeting, the Zoning board of Adjustment (ZBA) granted the following variances to the Zoning Ordinance (ZO):
- To Article 28-7-7(g)(2), to allow parking with not less than a 2 foot +/- setback from the front property line adjacent to South Main Street and no less than a 4 foot +/- setback from the front property line adjacent to Perley Street where a 10 foot setback is required parking adjacent to a front lot line where it abuts a collector or arterial street,
 - To Article 28-7-7(g)(3), to allow parking to be located to the side or rear of a building, to allow parking to be located on the east side of the property between the building and South Main Street,
 - To Article 28-8-3(c)(1), to allow the development of a non-conforming lot where such development does not comply with all yard, setback, parking or other requirements of the ordinance,
- 1.4 While not required per the ordinance, the applicant voluntarily appeared before the Architectural Design Review Committee on February 5, 2019. The Committee complemented the design of the building and the landscaping improvements, but did comment that the maple trees proposed next to the Perley Street entrance should be reconsidered due to salt intolerance. As per ADR's comment, the applicant has replaced the maples with honey locusts.
- 1.5 The applicant has met with engineering and planning staff following the March 20, 2019 Planning Board meeting to discuss a site redesign for the purpose of removing a curb cut on Perley Street. The current proposal is the result of this discussion.

2. Conditional Use Permit

- 2.1 The applicant has requested a Conditional Use Permit (CUP) per Article 28-7-11(f) Driveway Separation Alternatives to allow the construction of driveways on both Perley and South Main Street within 200 feet of the Perley and South Main Street Intersection. The applicant reasons that due to the fact that the lot's frontage on both Perley and South Main Street is less than 200 feet, it would be impossible to comply with the regulation. Due to this reason and the fact that the applicant has submitted a CUP narrative that meets the criteria of the Zoning Ordinance, **staff supports the CUP.**

3. Technical Review Comments

- 3.1 A 6' access easement should be proposed for the benefit of the southern abutter to maintain a 24', two-way drive aisle.
- 3.2 Provide bicycle parking, in accordance with Section 30.03 of the Site Plan Regulations. Staff recommends a bike rack that allows for two points of contact when parking a bicycle.

4. Recommendations

- 4.1 **Grant the Conditional Use Permit** for Article 28-7-11(f) to construct driveways within 200 feet of an intersection on the grounds that given the nature of the site, it would be impossible to comply with the regulations without a CUP and that the applicant has submitted a complete CUP narrative.
- 4.2 **Grant Minor Site Plan approval** for reconstruction of the parking lot and related site improvements, subject to the following conditions to be fulfilled within one year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, unless otherwise specified:

- 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.

- (2) Address Review Comments from Bryant Anderson, P.E., dated April 5, 2019 to the satisfaction of the Engineering Division.
 - (3) A Professional Engineer shall sign and seal final plans.
 - (4) A New Hampshire Licensed Land Surveyor will sign and seal the Existing Conditions Plan.
 - (5) Conditional Use Permit(s) granted are to be noted and fully described on the plan including date granted and applicable Article number(s) of the Zoning Ordinance. Should the Board vote to deny the CUP(s), applicant shall comply with said submission requirement(s).
 - (6) Submit 3 sets of final plans to be signed by the Clerk and Chair of the Planning Board, prior to issuance of any permits or commencement of construction activities.
- b) **Subsequent Conditions** – to be fulfilled as specified:
- (1) Prior to commencement of construction activity, payment of any required 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 if requested by the City Engineer.

Prepared by: SCD

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

David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Bryant A. Anderson, PE
DATE: April 5, 2019
SUBJECT: Site Plan Review, Ledyard National Bank, 74 South Main Street;
Map 28, Block 2, Lot 1; (2019-10)

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

- *Site Plan*, Alterations to 74 South Main Street, Concord, New Hampshire, Ledyard National Bank, prepared by Randall T. Mudge & Associates, dated January 16, 2016 (revised 4/5/19).
- *Easement Opinion Letter*, John Griffin (Primmer Piper Eggleston & Cramer PC) to Concord Planning Board, dated April 2, 2019.

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.**

Note: Engineering has previously reviewed this project and has submitted comments to the Planning Division in a memorandum dated February 11, 2019. Comments from our previous memorandum that have not been addressed are included and noted in the comments below.

Site Plans

Proposed Site Plan and Elevations

1. A Proposed Access Easement should be called out for the portion of the Proposed 24-ft. Right of Way that is on the project site.

Grading and Drainage Plan

2. The HDPE drain line should be changed to RCP or PVC in accordance with City Construction Standards for drain lines within the ROW. **(Repeat comment, 2/11/19)**

Engineering Services
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engineering@concordnh.gov

3. The limits of pavement work at the South Main Street driveway should be clearly defined on the plan. It is our understanding that the limit of work includes the entire width of the driveway within the ROW.

Construction Details

4. The Concrete Sidewalk Detail should be revised to specify a 6" thickness at curb ramps.

State/Federal Permits

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

- FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) – Notice of Proposed Construction or Alteration (Form FAA 7460-1)

A copy of the permit(s) 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. The following permit(s) will need to be obtained from the Engineering Services Division:
 - a. Driveway Permits
 - b. Encumbrance Permit (for work that will encumber the ROW, public sidewalks, and/or metered parking spaces)
 - c. Excavation Permit (for work within the ROW)
 - d. Utility Connection Permit (for connection to the City storm drain system)
3. The contractor shall submit a Temporary Traffic Control Plan (TTCP) for all work in and adjacent to the City ROW that will require lane closures or occur adjacent to the edge of road. (submit to Engineering for review and approval a minimum of two weeks prior to the pre-construction meeting)
4. 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 0.25 ac lot size. (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

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Date: 4/5/2019

establishing the deposit amount. (submit deposit a min. of three days prior to pre-construction meeting)