



Heather Shank  
City Planner

# CITY OF CONCORD

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

## Planning Board

**June 19, 2019**

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

Project: CATCH Multi-family Housing Development (2019-28)  
Property Owners: Penacook Community Center, Inc. and City of Concord  
Address: 95 and 97 Village Street  
Map/Block/Lot: Map 143P, Lots 29, 30, 31

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

The application was determined complete at the May 15, 2019 Planning Board meeting.

#### **Project Description:**

The applicant is proposing to construct 42 units of workforce housing in 6 separate buildings, and construction of associated site and drainage improvements at 95 and 97 Village Road in the General Commercial (CG) District.

#### **Project Details:**

Zoning:	General Commercial (CG)
Minimum Lot Area:	25,000 sf
Existing Lot Area:	3.58 ac (155,945 sf)* <i>(after lots are merged, see note 1.3)</i>
Street Frontage Required:	150'
Street Frontage Provided:	170.93'
Existing Use:	Undeveloped
Proposed Use:	Multi-family residential
Maximum Units allowed:	42
Units proposed:	42
Lot Coverage Max.:	80%
Lot Coverage Proposed:	40%
Perimeter Buffer Required:	30' for 1-story buildings, 50' for 2-story buildings
Perimeter Buffer Provided:	30' for 1-story buildings, 50' for 2-story buildings
Parking spaces required :	84 spaces, including 4 ADA
Parking spaces provided:	85 spaces, including 4 ADA

## 1. General Comments

- 1.1 The following comments pertain to the 13 sheet site plan set titled “CATCH Neighborhood Housing, 95 & 97 Village Street, Concord, New Hampshire” prepared by Nobis Group, dated April 16, 2019, revised May 24, 2019, and 3 sheet building plan and elevation set prepared by WarrenStreet Architecture & Engineering Design Cooperative, dated April 16, 2019.
- 1.2 The project area consists of three parcels under two ownerships. Prior to final approval, the parcel ownership shall be transferred and the lots merged. The Applicant has a Purchase & Sales Agreement for Lot 143P/31 to purchase the 2.1 acre lot from the City of Concord.
- 1.3 At their May 13, 2019 meeting, the City Council voted to re-zone Lot 143P/31, which was zoned Medium Density Residential (RM), to General Commercial (CG) to allow for the proposed multi-family use.
- 1.4 The Applicant went before the Architectural Design Review (ADR) Committee at their June 4, 2019 meeting. The ADRC recommended approval of the site plan as submitted, recognizing the design is restricted to meet zoning requirements and timing for funding. The buildings were approved as submitted, with recommendations that the applicant return to ADRC with building materials, and look at increasing the sizes of the windows for more natural light, scale of the dormers, and treatment of the center of each building to break up the mass.
- 1.5 See comments from the Engineering Division in a separate memo.
- 1.6 The Parks & Recreation Director has reviewed the plans for any concerns regarding the abutting the cemetery. He indicated that construction shall stop during the time of a funeral. This will be coordinated with the contractor prior to commencement of construction.
- 1.7 The applicant has requested a **waiver to Section 19.09(3) Terminus of Residential Driveways**, of the Site Plan Regulations (SPR), to provide a hammer-head turnaround where the regulations require that the common drive for more than 8 multi-family units be terminated with a loop drive or cul-de-sac. The Applicant asserts that the development would be adequately served by a hammerhead turnaround, as proposed. The loop or cul de sac is more characteristic of a single-family residential subdivision and a hammerhead is a better fit for the density of the multi-family residential development. Further, the hammerhead turnaround will reduce the amount of impervious surface. The letter request from the Applicant with more details is provided under the Supplemental information. Fire and Engineering staff have reviewed the proposal and agree that the turnaround provided is sufficient to provide necessary movement area for emergency vehicle access. Staff supports this waiver request.
- 1.8 Per Section 28-4-5(d)(5) of the Zoning Ordinance (ZO), the Planning Board may permit streets or utilities to cross into the perimeter buffer if they are compatible with the adjacent land uses and do not diminish the purpose of the buffer. The Applicant is requesting permission from the Board to allow for a portion of the turnaround to be located within the perimeter buffer area. The turnaround will be directed away from adjacent residential uses. The existing vegetated buffer will be preserved, and vegetative existing screening is proposed. Staff supports this request.

## 2. Site Layout & Landscape Comments

- 2.1 Per Section 27.07(2) (SPR), landscape bumpouts and islands within parking lots shall contain a

minimum of one deciduous shade tree. The Applicant has shown Okame Cherry tree species in all of the bump-outs, which is classified as an ornamental tree that only grows to a mature height of 20 feet. The species shall be replaced with a larger shade tree, per the regulations.

- 2.2 Per Section 27.07(4) (SPR), proposed tree species shall be selected to encourage biological diversity. Applicant shall revise landscape plan to ensure no more than 25% of the trees to be planted in the development are of the same species. *Repeat comment.* Additional species of evergreen trees for the buffer screening shall be provided to replace some of the proposed arborvitae. Providing a diversity of evergreen tree species will reduce the impact if any one species is devastated by an introduced pest or disease. Further, staff recommends that the applicant consider diversifying the proposed shrub species and provide other species besides azaleas to provide seasonal interest.
- 2.3 Per the request of the Director of Parks and Recreation, the Applicant provided a fence and screening along a portion of the northern perimeter of the site. Staff recommends that the need to extend the fence along the entire northern perimeter of the property be evaluated during construction. While existing trees to remain may provide sufficient buffer, it is difficult to determine if that screening will be sufficient until the limit of work is cleared (See Subsequent Condition #3).

### 3. Technical Review Comments

- 3.1 Revise Note 4 on the Existing Conditions Plan to provide ownership information for all lots, including book and page number. *\*Repeat comment, Applicant has responded that this information will be included on the final drawing set.*
- 3.2 City Council approved the re-zoning for Map 143P, Lot 31; revise Note 5 on the Existing Conditions Plan. *\*Repeat comment, Applicant has responded that this information will be included on the final drawing set.*
- 3.3 Revise overlapping text in the Landscape Plan to improve legibility, and check spelling of species in the Plant Schedule.
- 3.4 Adjust tree and/or sidewalk locations to avoid conflicts.

### 4. Recommendations

- 4.1 **Grant ADR approval for** the site plan and the building as submitted. Approve the buildings as submitted, with recommendations that the applicant return to ADRC with building materials, and look at increasing the sizes of the windows for more natural light, scale of the dormers, and treatment of the center of each building to break up the mass.
- 4.2 **Grant the waiver to Section 19.09(3) Terminus of Residential Common Private Drives**, using the criteria of RSA 674:44 III(e)(1) as guidance, indicating that strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the regulations.
- 4.3 **Grant permission** to allow a portion of the turnaround to cross into the 50' perimeter buffer, per Section 28-4-5(d)(5) (ZO).
- 4.4 **Grant Major Site Plan** approval for the proposed 42 unit multifamily housing development and associated site improvements at 95-97 Village Street, 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 Planning Review comments to the satisfaction of the Planning Division.
  - (2) Address Engineering review comments to the satisfaction of the Engineering Division.
  - (3) Waivers granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Zoning Ordinance and Site Plan Regulations. Should the Board vote to deny the Waivers, applicant shall comply with said submission requirement(s).
  - (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) Prior to the commencement of construction, Applicant shall return to Architectural Design Review Committee to review building materials and final building design.
  - (3) 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.
  - (4) Prior to the issuance of the Certificate of Occupancy, Planning staff shall work with the Applicant to determine if additional fencing or vegetated buffer is warranted.
  - (5) 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.
  - (6) 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**  
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**Community Development Department**

David Cedarholm, PE  
City Engineer

**MEMORANDUM**

**TO:** Beth Fenstermacher, Assistant City Planner  
**FROM:** Bryant A. Anderson, PE  
**DATE:** June 10, 2019  
**SUBJECT:** Plan Review (2), CATCH Housing, 95 & 97 Village Street;  
Map 143P, Lots 29, 30, & 31; (2019-28)

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

- *Site Plans*, CATCH Neighborhood Housing, 95 & 97 Village Street, Concord, New Hampshire, prepared by the Nobis Group, dated April 16, 2019 (revised thru 5/24/19).
- *Stormwater Management Plan*, CATCH Neighborhood Housing, Penacook, New Hampshire, Tax Map 143, Lots 29, 30, & 31, prepared by the Nobis Group, dated May 22, 2019.
- *Comment Response Letter*, Hilde Karpawich (Nobis) to Heather Shank (City Planner), dated May 24, 2019.
- *Lighting Cut Sheet*, D-Series Size 0, Lithonia Lighting.

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 May 6, 2019. Comments from our previous memorandum that have not been addressed are included and noted in the comments below.

**Site Plans**

**Utility Plan**

1. The designer should contact the Fire Department to see if an additional fire hydrant will be required on-site. The existing hydrant will be located behind the buildings and will be difficult to access. **(Repeat comment from 5/6/19)** If a hydrant is needed for

*Engineering Services*  
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*engineering@concordnh.gov*

the development, a new hydrant should be installed along the main drive aisle or other location where it is easily accessible.

2. The domestic water services (including shutoff valves) should tap into the 6" water lines outside of the buildings. **(Repeat comment from 5/6/19)** The domestic services should be shown on the plan in addition to the details.
3. All underground utilities should be run a minimum of 5 ft from building foundations (or further depending on burial depth).
4. A 5 ft minimum separation should be provided between the private utilities and the sewer and water lines.
5. A minimum separation of 10 ft should be provided between the sewer and water lines at the northwest corner of Building 5.
6. It appears that SMH 2 may need to be larger than a 4 ft dia. structure based on the number of pipe penetrations.
7. Water valves should be provided so that the fire protection lines for each building can be shut off independently from the other buildings.

### **Sewer Profile**

8. NHDES requires 6 ft of cover over sewer lines in paved locations. The minimum cover shown on the profile is approx. 2.0-2.5 ft. As such, additional cover needs to be provided (4 ft min. with insulation, 6 ft min. without insulation).
9. A minimum separation of 18 in. should be specified between the sewer and water crossings. If 18 in. cannot be achieved over the existing water main in Village Street, then pressure pipe (C900 PVC) shall be run between the two manholes on either side of the crossing.

### **Construction Details**

10. In order to prevent potential issues for the contractor during construction, the applicable City sewer and water construction details should be added to the plans. In addition, the current sewer/water details should be replaced with the corresponding City details (if available). PDF copies of the City construction details can be found on the Engineering Section of the City's Web Page (<http://www.concordnh.gov/1252/Construction-Standards-and-Details>). **(Repeat comment from 5/6/19)** The City's details (including border) should be x-referenced into the plans so that they depict the exact same information that are provided in the City's Construction Standards.

### **General Comments**

11. A Traffic Impact and Access Study should be submitted for the project. ***(Repeat comment from 5/6/19)*** It is our understanding that a study is currently being prepared.

### **State/Federal Permits**

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

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

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 Permit
  - b. Excavation Permit (for work within the ROW)
  - c. Utility Connection Permits (sewer and water services; storm drain connections)
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 \$11,000 based on a 1.8 ac disturbance area. (establish surety prior to pre-construction meeting)
5. Performance surety (bond, letter of credit, or cash deposit) for work within the right-of-way. 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)
6. 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

Re: Review Comments (2019-28)  
CATCH Housing, 95 & 97 Village Street  
Date: 6/10/2019

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)

7. Water and Sewer Investment Fees will need to be paid (as part of the utility connection permit process).
8. Shop drawings/submittals should be submitted to Engineering for the proposed water, sewer, and drainage improvements.