



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

September 18, 2019

Project Summary – Minor Site Plan

Project: Concord-Lake Sunapee Rail Trail Minor Site Plan Application (2019-52)
Property Owners: Dister Deoss
Address: 27 Fisherville Road
Map/Block/Lot: 303Z/64

Determination of Completeness:

Determine the application complete and open the public hearing. As part of the motion, indicate that the project does not meet the criteria for a Development of Regional Impact (DRI), per RSA 36:55.

Project Description:

The applicant proposes to construct a gravel parking lot for the seasonal use of a 2.5 mile rail trail with associated grading and drainage improvements.

Project Details:

Zoning: CG (General Commercial District)

Existing Use: Hay field
Proposed Use: 7-space parking lot and hay field

Required Lot Size: 25,000 sf
Existing Lot Size: 174,240 sf (4.0 ac)

Frontage Required: 150'
Frontage Provided: >300'

Parking Setbacks Required: 10' front; 5' rear; 5' side
Parking Setbacks Provided: 13' front; 19' rear; 51' side

Maximum Lot Coverage: 80%
Proposed Lot Coverage: 1.5%

1. General Comments

- 1.1 The following comments pertain to a 4-sheet site plan set titled "Proposed Parking Area" prepared by Moser Engineering, dated August 14, 2019, and a 2-sheet existing conditions plan set

titled “Existing Conditions Plan” prepared by Donald R. Mellen Surveyor, LLC, dated February 7, 2019.

- 1.2 Please see the Engineering Division comments in a separate memo.

2. Conditional Use Permits

- 2.1 The applicant has requested a Conditional Use Permit to Article 28-7-11(e) - *Alternative Surfacing*. The applicant states that the use of the lot will be seasonal given the lot will serve a rail trail which will be used primarily by walkers and bikers when there is no snow on the ground. Staff notes that the majority of parking lots for trailheads throughout the City are unpaved. For these reasons and given the applicant has submitted a complete narrative addressing the criteria of Article 28-9-4(b)(3)(a), **staff supports this CUP.**

3. Technical Review Comments

- 3.1 Provide a tabulation for the percent of impervious area, in accordance with Section 15.03(23)(d) of the Site Plan Regulations (SPR).
- 3.2 A NH Licensed Land Surveyor shall stamp and sign the Existing Conditions plan, in accordance with Section 12.03(1) (SPR).
- 3.3 Provide a Planning Board Approval Block on the Site Plan similar to the one below:

<h1 style="margin: 0;">APPROVED</h1> <p style="margin: 5px 0 0 0;">UNDER THE PROVISIONS OF R.S.A. 674:35 & R.S.A. 674:36</p> <h2 style="margin: 0;">CITY PLANNING BOARD</h2> <p style="margin: 0 0 0 0;">CITY OF CONCORD, NEW HAMPSHIRE</p> <p style="margin: 0 0 0 0;">in accordance with vote of the board dated:</p> <p style="margin: 0 0 0 0;">Approval of this plan is limited to the lots as shown</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px solid black; text-align: center;">Chair</td> <td style="width: 50%; border-top: 1px solid black; text-align: center;">Clerk</td> </tr> </table>		Chair	Clerk
Chair	Clerk		

4. Recommendations

- 4.1 **Grant the Conditional Use Permit** to Article 28-7-11(e) - *Alternative Surfacing* given the parking lot will serve a seasonally used trail, the majority of trailhead parking lots in the City are unpaved, and the application has submitted a complete CUP narrative.
- 4.2 **Grant Minor Site Plan approval** for the construction of a parking lot for a seasonal use at 27 Fisherville Road, subject to the following precedent 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 2 above, to the satisfaction of the Planning Division.
 - (2) Address Engineering Division comments in the memo from Bryant Anderson.

- (3) Any CUP(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Subdivision Regulations. Should the Board vote to deny the CUP request(s), applicant shall comply with said submission requirement(s).
 - (4) A Professional Engineer shall sign and seal final plans.
 - (5) A New Hampshire Licensed Land Surveyor will sign and seal the Existing Conditions Plan.
 - (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.
 - (3) 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: SCD

S:\Plan\Development Review\Project Files\2019\2019-52_Sunapee_Rail_Trail_SPM\Reports & Letters



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: September 9, 2019
SUBJECT: Plan Review, Rail Trail Parking Lot, 25 Fisherville Road;
Map 303Z, Lot 64; (2019-52)

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

- *Existing Conditions Plan*, P/O Map 303Z, Lot 64, Concord, NH, prepared by Donald R. Mellen Surveyor, LLC, dated February 7, 2019.
- *Site Plans*, Proposed Parking Area, Concord-Lake Sunapee Rail Trail, Fisherville Road, Concord, NH, prepared by Moser Engineering, dated August 14, 2019.
- *Stormwater Drainage Analysis*, Proposed Parking, Fisherville Road, Concord-Lake Sunapee Rail Trail, Concord, NH, dated August 14, 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.**

General Comments

1. The depth of the turnaround area should be reduced to 5-8 ft so that the chance that people will use the turnaround to park cars will be reduced.
2. Accessible Parking Signage should be provided for the accessible parking space.
3. Dimensions should be provided for the accessible parking spaces.
4. The proposed grading within the gravel parking area should be revised so that the runoff is more uniform across the area and a defined swale is not created in the gravel. Engineering is concerned that the current grading will concentrate the flow across the gravel lot and cause erosion issues.

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

Re: Review Comments (2019-52)
Rail Trail Parking, 25 Fisherville Road
Date: 9/9/2019

5. An address of 25 Fisherville Road has been assigned to the parking lot. This address should be included in the Title Block of the Site Plans.

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
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). (establish surety prior to pre-construction meeting)
4. 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)