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City Planner

# CITY OF CONCORD

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

## Planning Board

September 16, 2020

### Project Summary – Major Site Plan

Project: Concord Aviation Readiness Center (2020-07)  
Property Owner: City of Concord  
Address: 26 Regional Drive  
Map/Block/Lot: 633/Z/5

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

The application was determined complete at the August 19, 2020 Planning Board meeting. Open the public hearing.

#### **Project Description:**

The applicant is proposing to expand the existing Concord Aviation Readiness Center with a 14,700 sf addition. While this is a State project, the property is being leased from the City and thus must comply with all applicable City codes and ordinances per the lease agreement.

#### **Project Details:**

Zoning:	Industrial (IN)
Minimum Lot Area:	2 ac
Existing Lot Area:	26.72 ac (1,163,923 sf)
Street Frontage Required:	200'
Street Frontage Provided:	Not Provided'
Existing Use:	Undeveloped
Proposed Use:	Construction and Operations Facility
Lot Coverage Max:	85%
Lot Coverage Proposed:	50%
Building Setbacks Required:	50' Front, 30' Rear, 25' Side
Building Setbacks Provided:	Not Delineated <i>Waiver Requested</i>
Parking Spaces Required:	242 (including 7 accessible spaces)
Parking Spaces Provided:	257 (including 6 accessible spaces)

#### **1. General Comments**

- 1.1 The following comments pertain to the 123 sheet site plan set titled "Concord Aviation Readiness Center" prepared by Stantec, dated July 1, 2020, and the 37 sheet architectural plan set prepared by Coover Clark dated July 1, 2020.

- 1.2 The applicant appeared before the Architectural Design Review Committee (ADRC) at the regularly scheduled September 1<sup>st</sup> ADR Committee agenda. The ADR Committee recommended to approve the design as submitted.
- 1.3 The Engineering Services Division will be providing a separate memo with review comments.

## 2. Waiver Requests

- 2.1 Section 12.08 (b) and Section 15.03(1) requiring property lines be shown on the plans with bearings and dimensions labelled. The applicant states that a boundary survey was not performed and the proposed expansion only accounts for a small portion of the lot. **Staff does not support this waiver.** While the applicant has provided a separate plan with property lines and bearings from an earlier application, these should be added to the submitted plan set.
- 2.2 Section 5.03 (19) requiring setbacks and buffers to be shown and dimensioned. Related to the above request, a boundary line survey has not been performed and the applicant states that the proposed improvements are removed from the property lines and setbacks. **Staff does not support this waiver** as the setback lines are not provided on the plan submitted delineating the property lines. Setback lines will need to be provided on the plans.
- 2.3 Section 16.02 (14)(b) requiring profiles of all municipal utilities. The applicant's justification for this request is that all proposed utility improvements are located on private property and are modifications of existing private property utilities. **Staff does not support this waiver** as Engineering Services would have to obtain this information if it is not provided by the applicant.
- 2.4 Section 12.05 requiring a vicinity plan be provided at a scale between 1:1,000 and 1:2,000. A vicinity plan has been provided though it has been increased to an unspecified amount to show a more complete context for the area, since the site and most of the adjacent sites are large lots for airport use. **Staff supports this waiver request in part** to allow for a smaller scale than is required for the reasons the applicant states, subject to the condition that the scale of the plan be provided.
- 2.5 Section 12.04 (3) and Section 12.04 (8) requiring the plans be provided with abutter's property lines. The applicant requests that the abutters' names and information be omitted from the contract documents given this project is for government use. The applicant has submitted a separate map that includes abutter names, lot lines, and tax map numbers. **Staff supports this waiver** as the applicant has provided abutters information is a separate document.
- 2.6 The applicant has withdrawn the waiver request for Section 18.13 requiring interior parking lot landscaping to be provided.

## 3. Technical Review Comments

- 3.1 On page G001, provide a scale for the Vicinity Map between and a scale for the Location Map.
- 3.2 Dimension the Regional Drive curb cuts, in accordance with Section 15.04(11) of the Site Plan Regulations (SPR).
- 3.3 Seven accessible spaces are required for lots with 201-300 parking spaces. The applicant has provided 6 spaces; therefore, an additional accessible space must be provided in accordance with Section 28-7-5 of the Zoning Ordinance.
- 3.4 Provide a Planning Board approval block on the Cover Sheet and Layout Plan:



#### 4. Landscape Plan Comments

- 4.1 Provide tabulations for the required number of trees, complete with their common and botanical names and size, in accordance with Section 15.04(28)(o) (SPR).
- 4.2 On the Landscape Plan identify the number of each tree species that will be added to the site, in accordance with Section 15.04 (15) (SPR).
- 4.3 Keep in mind that when planting new trees on site, no single species shall account for more than 25% of the trees planted on site, in accordance with Section 27.07 (4) (SPR)
- 4.4 Provide planting details for the Landscape Plan, in accordance with Section 16.02(22)
- 4.5 The Landscape Plan shall be stamped by a NH Licensed Landscape Architect, in accordance with Section 12.03(3) (SPR)

#### 5. Recommendations

- 5.1 **Grant ADR approval** for the 14,700 sf building additional with associated site improvements at 26 Regional Drive.
- 5.2 **Grant the following waivers** from the Subdivision Regulations, utilizing the criteria from RSA 674:36(II)(N)(2): Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations:
  - (a) 12.05 to allow for a vicinity map with a smaller scale than is required as the applicant has provided a vicinity plan, but the scale of which must be provided;
  - (b) Sections 12.04(3) and 12.04(8) to not provide abutter information on the plan set as the applicant has provided a separate plan documenting this information.
- 5.3 **Deny the waiver requests** to the following Sections of the Site Plan Regulations:
  - (a) 12.08(b) and 15.03(1) to not provide property lines on the plan set as that is basic piece of information required of all plan submissions and is important to the review of plans;
  - (b) 5.03(19) to no provide setback and buffer information as this is basic plan information that is needed to determine that no proposed improvements fall within property line setbacks or other required buffers;
  - (c) 16.02(14)(b) to not provide profiles of all municipal utilities as that work would fall on the City's Engineering Services Division if not performed by the applicant.
- 5.4 **Grant Major Site Plan** approval for the proposed 14,700 sf building addition with associated site improvements at 26 Regional Drive, 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 all Review comments to the satisfaction of the Planning and Engineering Divisions. For all subsequent submissions, applicant shall provide a response memo addressing/acknowledging all comments.
  - (2) Waivers(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Zoning Ordinance. Should the Board vote to deny the Waivers(s), applicant shall comply with said submission requirement(s).
  - (3) Provide a boundary survey and add this information, along with setback dimensions to the plan set.
  - (4) Final plans shall be signed and sealed by the NH Licensed Land Surveyor, Landscape Architect, and Professional Engineer.
  - (5) 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 issuance of the final 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.

Prepared by: SCD

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