



Heather Shank  
City Planner

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

**Planning Board**

**January 20, 2021**  
**Project Summary – Major Site Plan**

Project: Jarbel Realty Major Site Plan (2020-46)  
Property Owners: Jarbel Realty, LLC  
Address: 189 N. Main Street  
Map/Block/Lot: 55/ 4/ 1

**Determination of Completeness:**

The Planning Board determined this application complete at the December 16, 2020 meeting.

**Project Description:**

The applicant is requesting Major Site Plan approval for the conversion of a medical office building to professional offices on the first floor and 5 apartment units above at 189 N. Main Street in the Urban Commercial (CU) District.

**Project Details:**

Zoning:	Urban Commercial (CU) District
Existing Lot Area:	0.53 ac (22,885 sf)
Minimum Lot Area:	12,500 sf
Existing Use:	Medical Offices
Proposed Use:	Professional Offices and 5 apartment units
Required parking spaces	25 spaces, including 1 accessible space
Parking spaces provided	30 spaces, including 1 accessible space
Maximum Lot Coverage	80%
Proposed Lot Coverage	72%
Building Setbacks Required	15' front, 15' rear, 15' side
Building Setbacks Provided	7.12' front*, n/a rear, 24.53' side (*existing non-conformity)

**1. General Comments**

- 1.1 The following comments pertain to the 2-sheet site plan set titled "Existing Conditions and Site Plan, prepared for Jarbel Realty, LLC", prepared by Richard D. Bartlett & Associates, LLC, dated revised December 28, 2020.
- 1.2 Architectural Design Review (ADR) is required for a Major Site Plan. The applicant went before

the ADR Committee at their January 5, 2021 meeting. The Committee applauded the efforts of the applicant that have been taken to preserve and maintain this important building within the City, and recommended approval with the condition that any colors chosen for the exterior components that differ from the existing color scheme, along with any materials changes such as storm windows, be submitted to staff for the record.

- 1.3 Please see comments from the Engineering Services Division in a memo from Gary Lemay, dated January 2021.
- 1.4 The applicant is requesting the following waivers from the Site Plan Regulations (SPR) based on the limited site improvements required. No site disturbance is required or proposed. See the attached Waiver Petition in the supplemental information packet.
  - Section 16.02(12) to not submit a Grading & Drainage Plan. No site work is proposed; therefore, staff supports this waiver request.
  - Section 16.02(13) to not submit an Erosion Control Plan. No site work is proposed; therefore, staff supports this waiver request.
  - Section 16.02(15) and 22.03 to not submit a Landscape Plan. No site work is proposed and the parking requirements do not trigger landscaping under Section 28-7-10 of the Zoning Ordinance (ZO). There are existing, mature shade trees that provide sufficient shade in the paved areas; therefore, staff supports this waiver request.

## 2. Recommendations

- 2.1 **Grant the following waivers** to the Site Plan Regulations utilizing the criteria of RSA 674:44(1) which states 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:
  - Section 16.02(12) to not submit a Grading & Drainage Plan, since no site work is proposed.
  - Section 16.02(13) to not submit an Erosion Control Plan, since no site work is proposed.
  - Section 16.02(15) and 22.03 to not submit a Landscape Plan, since landscaping requirements are not triggered and the existing mature trees are sufficient to meet requirements.
- 2.2 **Grant ADR approval** with the condition that any colors chosen for the exterior components that differ from the existing color scheme, along with any materials changes such as storm windows, be submitted to staff for the record.
- 2.3 **Grant Major Site Plan** approval for the proposed conversion of a medical office building to professional offices on the first floor and 5 apartment units above at 189 N. Main 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 all Review comments to the satisfaction of the Planning and Engineering Divisions.
    - (2) Waivers(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 waivers(s), applicant shall comply with said submission requirement(s).
    - (3) Final plans shall be signed and sealed by the NH Registered Land Surveyor.

- (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 the issuance of a building permit, a Fire Protection Engineer shall provide, on their letterhead, a document certifying that the new proposed fire service water line is appropriately designed (including size and material) for the proposed site conditions.
  - (2) Prior to commencement of construction activity, payment of inspection fees in an amount approved by the City Engineer shall be made.
  - (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. Number of copies to be determined by Engineering Services Division.
  - (4) 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: 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:** Gary Lemay P.E., Associate Engineer  
**DATE:** January 13, 2021  
**SUBJECT:** Major Site Plan Review, Jarbel Realty, 189 North Main Street;  
Map 55, Block 4, Lot 1; (2020-046)

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

- *Site Plan*, prepared by Richard D Bartlett & Associates; dated December 1, 2020 (unknown revision date).
- *Existing Conditions Plat*, prepared by Richard D Bartlett & Associates; dated November 10, 2020 (not resubmitted).

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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**Site Plans**

**Existing Conditions Plat**

1. Please list the size and material of the sewer service. **(Repeat Comment – a revised Existing Conditions Plat was not resubmitted)**

**Site Plan**

1. Please add the revision date to the updated site plan in the title block.
2. The plan shall be signed and stamped by the professional that prepared the plan.
3. The updated plan shows parking space lengths for most of the site, but not widths. Please update the plan to show typical parking space widths.
4. The aisle width adjacent to the handicap van space is not noted on the plan. Please note it should be at least five (5) feet wide per Site Plan Regulation 18.06.

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

### **State/Federal Permits**

We do not anticipate any state and/or federal permit(s) will be associated with the site, however a copy of any State or Federal permits should be submitted to the City if 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. Prior to finalizing the construction plans, and Engineering signing off for the building permit, the existing sewer service pipe should be TV inspected for its size, material, and current condition to confirm that it is: a) adequate for reuse at this time; b) a candidate for structural lining; or c) in need of replacement.
  - a. A copy of the inspection report and video shall be submitted to Engineering for concurrence.
  - b. Following the TV inspection, if any alterations are planned for the sewer service, the final construction plans shall reflect the scope of work.
2. Final construction plans, including any revised utility services (e.g., water, sewer) shall be submitted and reviewed by Engineering prior to building permit issuance. Per Section 12.03 of the Site Plan Regulations, a NH licensed Professional Engineer shall prepare, seal, and sign proposed utility information as part of the plans. This shall be submitted at least two weeks before the preconstruction meeting.
3. The applicant/contractor shall set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, permits, site inspections, associated fees, schedules, etc.
4. The Applicant's fire protection engineer will provide, on their letterhead, a document certifying that the new proposed fire service water line is appropriately designed (including size, material, and exterior layout) for the proposed site conditions.
  - a. The sizing calculations and analysis should take any planned domestic water usage into account, if applicable.
5. The survey monumentation shall be set prior to Engineering sign-off of the building permit.
6. Please submit a stormwater maintenance and operation plan acceptable to Engineering prior to issuance of the building permit, per section 22.05 of the Site Plan Regulations.
7. The following permit(s) will need to be obtained from the Engineering Services Division:
  - a. Excavation Permit (for work within the ROW to add the new fire service line)
  - b. Utility Connection Permit (water service and sewer service, if applicable)

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8. A Temporary Traffic Control Plan (TTCP) will be required for all work in and adjacent to the City ROW that will require lane closures. The TTCP should be submitted to Engineering for review and approval a minimum of two weeks prior to the construction activities that require the lane closure(s).
9. A performance surety (bond, letter of credit, or cash deposit) for work within the right-of-way (e.g., the new fire service water line) is required. A cost estimate for the work should be submitted by the Applicant to Engineering prior to scheduling the pre-construction meeting to determine the bonding amount.
  - a. This financial guarantee will also meet the bonding requirement for the excavation permit.
  - b. The bond shall be held for two years after construction is completed.
10. Advanced deposit for site construction inspection fees is required. The initial deposit amount is determined by Engineering based on the project schedule and estimated services; the final charged inspection fee to be adjusted based on actual services rendered. A project schedule should be submitted a minimum of two weeks prior to scheduling the pre-construction meeting.
  - a. The deposit shall be submitted a minimum of three days prior to the pre-construction meeting.
11. Shop drawings/submittals for the proposed water improvements (and any sewer improvements, if needed) should be submitted to Engineering prior to commencing work.
12. Prior to the construction of any future site improvements the applicant/owner should consult the Planning Division to determine if Site Plan Approval will be required.