



Heather Shank  
City Planner

# CITY OF CONCORD

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

## Planning Board

September 15, 2021  
Project Summary – Major Site Plan

Project: SPCA – Major Site Plan (2021-31)  
Property Owners: Pope Memorial SPCA of Concord-Merrimack County  
Address: 95 Silk Farm Road  
Map/Block/Lot: 93/4/2, 3 & 4

### **Determination of Completeness:**

The application was determined complete at the August 18, 2021 Planning Board meeting. Staff recommends opening the public hearing.

### **Project Description:**

In conjunction with a voluntary merger, the Applicant is requesting Major Site Plan approval for a 1,970 sf building addition for office space and uses associated with a commercial kennel, a new parking lot, and associated site improvements at 95 Silk Farm Road in the Residential Open Space (RO) District.

### **Project Details:**

Zoning:	Residential Open Space (RO)
Existing Use:	Single Family Residence
Proposed Use:	Office Space and Dog Training/Day Care
Existing Lot Area:	<b>Lot 2:</b> 21,743 sf (0.5 ac) <b>Lot 3:</b> 21,736 sf (0.5 ac) <b>Lot 4:</b> 4,351 sf (0.1 ac)
Lot Size Required:	87,120 sf (2.0 ac)
Lot Size Proposed:	47,830 sf (1.1 ac) <i>After lot merger</i>
Lot Frontage Required:	200'
Lot Frontage Provided:	275'
Lot Coverage Permitted:	10%
Lot Coverage Existing:	23.6%
Lot Coverage Proposed:	24.8% <i>Variance received</i>
Building Setbacks Required:	50' front; 50' rear; 40' side
Building Setbacks Provided:	23' front*; 83' rear; 46' side <i>*Existing non-conformity</i>

### **1. General Comments**

- 1.1 The following comments pertain to the 11-sheet plan set titled "Pope Memorial SPCA of Concord – Merrimack County" prepared by Wilcox & Barton, dated July 21, 2021 and revised through

September 3, 2021.

- 1.2 Please see the comments from the Engineering Division under a separate memo.
- 1.3 This application appeared before the Architectural Design Review Committee on August 31, 2021. The Committee recommended approval for the building design, site layout, and landscaping as submitted.
- 1.4 At the May 5, 2021 meeting of the Zoning Board of Adjustment granted a Special Exception from Article 28-2-4(j) to allow a commercial kennel and the Board granted a Variance to Article 28-4-1(h) to permit a total lot coverage of up to 26% where a 10% maximum lot coverage is permitted.

## **2. Technical Review Comments**

- 2.1 On the Existing Conditions Plan, provide a scale for the Vicinity Map between 1" = 1,000' and 1" = 2,000', in accordance with Section 12.05 of the Site Plan Regulations (SPR).
- 2.2 Provide a Location Map that meets the requirements set forth in Section 12.04 (SPR).
- 2.3 On the Landscape Plan, 3 tree species are currently proposed. In accordance with Section 27.07(4) (SPR), a single tree species may only make up 25% of the required tree count. Given 4 trees are required, 4 difference species are required.
- 2.4 On the Landscape Plan, in accordance with Article 28-7-10(a) a 5-foot wide parking lot perimeter landscape area is required. This area is currently occupied by a crushed stone drip edge, which does not meet the standard for perimeter landscaping per Article 28-7-10(a).
- 2.5 It appears that the proposed new drilled well will be within 75 feet of the front property line. Per Section 23.07 (SPR), a well with the required NHDES wellhead protection radius shall be entirely contained within the lot it serves, unless an easement is provided on an abutting property. Relocate the proposed new well and delineate the 75-foot well head protection radius around the proposed new drilled well.
- 2.6 Related to the comment above, provide the location of the existing septic system to ensure the location for the proposed new well is not within 75 feet of the septic system.

## **3. Recommendations**

- 3.1 **Grant ADR approval** for the building design, site layout, and landscaping.
- 3.2 **Grant Major Site Plan** for a 1,970 sf building addition for office space and uses associated with a commercial kennel, a new parking lot, and associated site improvements at 95 Silk Farm Road in the Residential Open Space (RO) District.
  - (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) Final plans shall be signed and sealed by the NH Registered Land Surveyor, Landscape Architect, and Professional Engineer.
    - (3) 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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**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**Community Development Department**

David Cedarholm, PE  
City Engineer

**MEMORANDUM**

**TO:** Sam Durfee, Senior Planner  
**FROM:** Gary Lemay, P.E., Associate Engineer  
**DATE:** 9/7/2021  
**SUBJECT:** Major Site Plan/SPCA – Engineering Plan Review, 93-95 Silk Farm Road;  
Map 93, Block 4, Lots 2 and 3; Project 2021-031

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

- *Major Site Plan*, Pope Memorial SPCA of Concord, prepared by Wilcox and Barton, dated 7/21/2021, revised 9/2/2021
- *Stormwater Management Plan for Pope Memorial SPCA*, prepared by Wilcox and Barton, dated 7/21/2021
- Response to Comments letter, prepared by Wilcox and Barton, dated 9/3/2021

As a supplement to any comments offered by the Planning Division, Engineering offers the following design related comments. With subsequent submissions, the applicant shall provide a response letter that acknowledges or addresses each of these comments and discusses any additional changes to the plans. Updated or new comments based on revised plans are included in **bold**; addressed past comments have been grayed out.

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**Cover Sheet**

1. Please include the typical ownership information for Map 92 Block 1 Lot 5. **Comment addressed.**
2. The final address of the property after the voluntary merger and site improvements will be 95 Silk Farm Road. A note should be added to the cover sheet. **Comment addressed.**
3. The title block indicates Map 93 Block 4 Lot 2-4. Please change this to Map 93 Block 4 Lots 2-4. This will need to be changed on every sheet. **Comment addressed.**

**Site Plan**

4. The final address of the property after the voluntary merger and site improvements will be 95 Silk Farm Road. Please change the title block and the Property Address under Zoning Notes. In addition, please change the address on all subsequent sheets.  
**Comment addressed.**
5. The proposed groundwater well is missing the wellhead protection radius; please add to confirm compliance with SPR 23.07. Please note that SPR 23.07 requires the full radius must be shown entirely within the lot, or have associated wellhead protection easements on abutting properties. **Comment addressed; a note requiring the wellhead protection easement prior to final plan approval has been added to the post-approval conditions.**
6. Please revisit the depth of the turnaround in the proposed parking area; depths of at least 10 feet are commonly used. **Comment addressed.**
7. Please confirm the Applicant is comfortable with the proposed driveway radii; will larger trucks be entering the facility that will drift over the edge of the paved radius without curbing? **Comment addressed.**

#### **Grading and Drainage Plan**

8. There is currently no pretreatment for the proposed infiltration trench; please add a method for pretreating runoff so it will not clog the infiltration trench. **Engineering will continue to work with the Applicant prior to final plan approval to ensure conformance with SPR 22.07 (storm water design standards for site plans with significant impact), including pre-treatment and water quality treatment that is compliant with NHDES design standards and the stormwater manual.**
9. Engineering has concerns about the uncurbed area adjacent to the driveway and the first few parking spaces, as it may take significant plow damage and have cars cutting across it. Engineering encourages the Applicant to consider curbing in this area.  
**Comment addressed – landscaping will be used to protect against cut-through vehicle movements.**
10. It is not clear where the water from the driveway will go in the winter with snowbank conditions; it appears it may pool at the edge of the spot elevation 407.4 feet. **Comment addressed.**
11. Please include additional spot elevations to ensure road sheet runoff does not pool on the roadway as a result of the driveway or sidewalk tie-ins; the driveway grades may need to be adjusted. **Comment addressed after discussions with the Applicant's engineer; no further revisions needed.**
12. Where will the water from the building edge in front of the sidewalk go in winter conditions when the ground is frozen? Engineering is concerned it may pool across the

sidewalk. **Comment addressed after discussions with the Applicant's engineer; no further revisions needed.**

### **Drainage Report**

13. Please include the total discharged volume for the 10-year storm event in Section 1.9 (Summary of Results), to evaluate compliance with SPR 22.07 (3) that requires the 10-year storm's post-development volume to not exceed the pre-development volume.

**Engineering will work with the Applicant to address this item, in accordance with SPR 22.07, prior to final plan approval.**

### **General Comments**

14. Engineering suggests, but does not require, the following wildlife-friendly erosion control practices:
- a. Use temporary erosion and sediment control products that either do not contain netting, or that contain netting manufactured from 100% biodegradable non-plastic materials such as jute, sisal, or coir fiber. Degradable, photodegradable, UV-degradable, oxo-degradable, or oxo-biodegradable plastic netting (including polypropylene, nylon, polyethylene, and polyester) are not equivalent alternatives. Netting used in these products should have a loose-weave wildlife-safe design with movable joints between the horizontal and vertical twines, allowing the twines to move independently and thus reducing the potential for wildlife entanglement.
  - b. Avoid the use of silt fences reinforced with metal or plastic mesh or if possible recommend the use of erosion control berms.
  - c. When no longer required, temporary erosion and sediment control products should be removed promptly from the project site.
  - d. Use nonwoven coir fabric when a surface fabric treatment is required for erosion control and stabilization, such as 100% biodegradable coconut fiber mat or equal as reviewed and approved by the project design engineer.
  - e. Use woven coir fabric when site conditions warrant. The outer layer of woven coir fabric should be a high strength, continuously woven mat (i.e., without seams) and made of 100% coconut fiber.
15. Please add the following notes to the plan set, if not already incorporated:
- a. All work shall be performed in accordance with the City of Concord's Construction Standards and Details (latest edition), and City standards shall take precedence in case of any details or plans in conflict.
  - b. All utilities shall be installed underground in accordance with Section 25.02(1) of the Site Plan Regulations.

- c. Per Site Plan Regulation 12.09, upon completion of construction the contractor shall submit as-built drawings to the Engineering Services Division prior to issuance of a Certificate of Occupancy.
- d. The contractor shall set up a preconstruction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc.
- e. The contractor shall obtain a Demolition Permit from the Code Administration Division for the removal of the existing building(s).
- f. The contractor shall obtain an Excavation Permit from the Engineering Services Division for work within the ROW, including removing the existing driveways.
- g. The contractor shall obtain a Driveway Permit from the Engineering Services Division for the proposed driveway.
- h. 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 shall be submitted to the ESD for review and approval a minimum of two weeks prior to the construction activities that require the lane closure(s).

### **State/Federal Permits**

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

- NHDES Septic Approval

A copy of the permit(s) shall 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. Prior to final plan approval:
  - a. Provide a copy of the recorded wellhead protection easement on the abutting property.
  - b. Work with Engineering to determine an appropriate stormwater treatment method.
  - c. All other outstanding Engineering review comments must be addressed.
2. Prior to engineering sign-off on the building permit, the applicant/contractor shall:
  - a. Set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc. Any Engineering permits will not be authorized (unless explicitly stated otherwise) until final revised plans have been submitted and approved to the satisfaction of Planning and Engineering.

3. The monumentation for the proposed lot lines shall be set prior to recording the plan, if applicable.
4. A Demolition Permit will be required from the Code Administration Division for removal of the existing building(s).
5. 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)
6. 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. TTCP must be submitted to Engineering for review and approval a minimum of two weeks prior to the pre-construction meeting.
7. Establish a financial guarantee (letter of credit, or cash deposit) for site stabilization, per Site Plan Regulation 27.11. The surety amount for this project has been set at \$5,000 (min. amount) based on a 0.5 ac disturbance area. The surety shall be established prior to scheduling the pre-construction meeting.
8. Establish a performance surety (bond, letter of credit, or cash deposit) for work within the right-of-way. This surety can be covered by the \$5,000 bond associated with the excavation permit for this work. The surety shall be established at least one week prior to the pre-construction meeting.
9. The Applicant is responsible for paying engineering inspection fees to ensure work is consistent with City standards and the approved plan set. An advanced deposit must be established for all anticipated site construction inspection fees.
  - a. The deposit amount is determined by Engineering based on the project schedule and estimated services; actual inspection fees are based on actual services rendered (i.e., hourly billing rate).
  - b. Prior to scheduling the pre-construction meeting, a template estimating the initial fee deposit (available upon request to engineering) shall be filled out by the Applicant for review by Engineering, as well as a project schedule and itemized cost estimate for use in establishing the deposit amount.
  - c. The deposit shall be submitted at least a week prior to the pre-construction meeting.
  - d. Please contact Engineering for a spreadsheet to estimate the initial fee deposit (this is only an estimate as the fee will be based on actual time spent by Engineering inspectors for this project).
10. Shop drawings/submittals shall be submitted to Engineering for the proposed drainage improvements, if applicable.



Re: Review Comments (2021-031)  
SPCA, 95 Silk Farm Road  
Date: 09/07/2021

11. Prior to the construction of any future site improvements the applicant/owner shall consult the Planning Division to determine if Site Plan Approval will be required.
12. Per Site Plan Regulation 12.09, prior to issuance of a Certificate of Occupancy (CO), the contractor shall submit digital as-built drawings that are to the satisfaction of Engineering and conforming to the Engineering as-built checklist. A copy of the as-built drawing requirements are available on the Engineering website.