

City of Concord, NH
Technical Review Committee
Minor Site Plan Review – Record of Action

Application Number:	2013-06	Hearing Date:	2/13/2013
Application Name:	Concord Boys & Girls Club		
Owner's Name(s):	Concord School District		
Map/Block Lot(s):	83-3-1	Address:	15 Shawmut Street

Determination of Completion: Project application was determined complete.

Action Taken: **Approved**
 Approved With Conditions
 Tabled: **until**

Approval:

The Technical Review Committee unanimously granted Minor Site Plan approval for a proposed temporary change of use to allow the Concord Boys & Girls Club to temporarily occupy the former Eastman Elementary School at 15 Shawmut Street.

The approval includes following sheet prepared by Richard D. Bartlett and Associates, along with supporting documentation:

Sheet #	Sheet Title	Date Prepared
----	Concord's Boys and Girls Club	Date Stamped 1/18/2013

This approval shall be valid for a period of two (2) years from the approval date of February 13, 2013.

Present at the Hearing:

Committee Members Present: Steve Henninger, Chair; Gloria McPherson, City Planner; Becky Hebert, Senior Planner; Mike Santa, Code Administrator; Craig Walker, Zoning Administrator; Laura Aibel, Associate Engineer; and Ed Roberge, City Engineer.

Applicant/Representative: Chris Emond, Executive Director Concord Boys & Girls Club; Jack Dunn, Business Administrator Concord School District; and Matt Cashman, Director of Facilities and Planning, Concord School District.

Public/City Staff: Sue Barry resident at 29 Mountain Road

Testimony

Mr. Henninger determined that a quorum was present and opened the meeting.

Mr. Roberge made the motion to declare the application complete and Ms. McPherson seconded the motion. The motion passed unanimously.

Ms. Hebert presented the written staff report and introduced the site plan to the committee.

The Concord Boys and Girls Club are proposing to temporarily relocate to the Eastman School property at 15 Shawmut Street for a period of six to eight months while their facility on Bradley Street undergoes renovations. The Club would lease 6,000 sq. ft. of space within the school to host their 2013 summer camp, afterschool programs and administrative operations. The facility would be licensed for 120 to 180 children and would operate between 3:00 PM and 6:00 PM weekly during the school year and between 7:00 AM and 6:00 PM weekly during the summer. There would be no Club sponsored evening or weekend activities. The Club does not plan to make any physical improvements to the site and the Minor Site Plan application is for the temporary change of use from a school to a community center

On February 6th the Zoning Board of Adjustment granted the following Special Exception and variance for the Concord Boys and Girls Club:

1. A Special Exception under Article 28-2-4(j), Table of Principal uses and in accordance with Supplemental Standards, Article 28-5-10, Community Centers; and

2. Variances to Article 28-7-1, Access, Circulation, Parking and Loading, General Provisions, Section (a), Applicability, to maintain existing conditions and not bring the site's vehicular access, circulation, parking and loading, into compliance with current zoning ordinance requirements. The variance is only for the temporary use proposed by the Concord Boys and Girls Club.

The Special Exception to permit the community center use within the district will run with the land; however the variance to utilize the existing parking was only approved for the temporary use. Staff is recommending that the site plan application also be approved on a temporary basis. If the use were to continue for longer than one year, the Club would need to reapply for site plan approval.

Chris Emond, Executive Director of the Boys and Girls Club explained how the club would operate at this temporary location and advised that the summer program would be different from the regular program. During the summer there would be less on-site use than during their after school program. Mr. Emond indicated that the Club is proposing to hold a meeting to discuss their operations with the neighborhood. He noted the Club desires to be a good neighbor and anticipates that they would generate less activity than when the site was used as a school.

A letter was received from Susanne Smith Meyer a resident at 14 Shawmut Street. Ms. Meyer asked that deliveries and trash removal occur during regular business hours

Sue Barry resident of 29 Mountain Road expressed concern with traffic safety at the intersection of Mountain Road (NH 132) and Shawmut Street. Mr. Roberge noted that this intersection is in the City's CIP for improvement and volunteered to attend a neighborhood meeting to discuss the operations of the Boys and Girls Club to discuss traffic concerns with the residents. Her concern was to make sure the kids were safe.

Ms. Hebert asked where the buses would be stored. Mr. Walker advised that buses could not be stored on site because the use is not allowed in the district. . Mr. Emond noted that he would explore off-site locations where the busses could be stored.

It was noted that PSNH is using 1,000 square foot in the basement for temporary document storage. Mr. Cashman noted that the delivery of the materials took about one hour and expected their removal would take about the same time.

Mr. Henninger closed the hearing at 9:25 AM.

The staff's report contained six recommended conditions. Mr. Roberge recommended that an additional condition be added to require the applicant to hold a coordinated neighborhood meeting together with city staff prior to the commencement of operation. Mr. Roberge agreed to attend this meeting.

Mr. Roberge made the motion and it was seconded by Ms. Aibel to grant **Conditional Site Plan approval** for the Minor Site Plan Application of Concord Boys and Girls Club for the temporary use of the Eastman School as a community center subject to the following conditions:

Conditions:

- 1) There shall be no overnight parking or storage of buses onsite.
- 2) Prior to the issuance of a certificate of occupancy for the use, the circulation plan for parent drop-off and buses shall be approved by the City Planner and City Engineer.
- 3) Prior to the issuance of a certificate of occupancy for the use, the Concord Boys and Girls Club shall install signs and pavement markings to create one handicap parking space onsite.
- 4) Prior to the issuance of a certificate of occupancy for the use, the Concord Boys and Girls Club shall install directional signs to clearly direct bus circulation, parent drop-offs, onsite employee parking, and to ensure access to the right-of-way for the neighboring property at 2 Kearsarge Street.
- 5) There shall be no parking on the grass areas of the site.
- 6) The Site Plan Approval shall be for the temporary use of the property for a period of one year and shall expire one year from the date of Planning Board approval. If the Boys and Girls Club, or any other entity, wishes to operate a community center at 15 Shawmut Street beyond the one year approval period, they will need to reapply for Site Plan review and approval from the Planning Board.
- 7) Prior to the issuance of a Certificate of Occupancy for the proposed use by the Concord Boys and Girls Club, a coordinated public meeting shall be held with the neighbors, with attendance from the City Engineering Division, to review operations and circulation.

The committee adjourned at 9:35 AM.

The preceding is a true record of the action by the City of Concord Technical Review Committee.

Stephen L. Henninger, Chair _____ Date: _____

2013-06

2/19/2013

Cc: Concord Boys & Girls Club
Concord School District
Technical Review Committee
Planning Board