

NASHUA CITY PLANNING BOARD  
STAFF REPORT

TO: Nashua City Planning Board  
FROM: Linda McGhee, Deputy Planning Manager  
FOR: August 5, 2021  
RE: **New Business - Project A21-0006 Site Plan**

**I. Project Statistics:**

Owner: Bisono 413 S Main LLC  
Proposal: Site plan to convert existing residential use into an administrative office.  
Location: 537 Amherst Street  
Total Site Area: 0.516 acres (22,471 sf)  
Existing Zoning: RA-Urban Residential  
Surrounding Uses: Rivier University and residential

**II. Background Information:**

The property contains a 1 ½ story wood framed building and was most recently owned by Rivier University with employees living there. On May 12, 2020 the applicant appeared before the Zoning Board of Adjustment for a Use Variance to convert the existing residential use into an administrative office. On July 21, 2021 they appeared again before the ZBA requesting a variance to allow parking in the front yard setback for three spaces.

The approval letters, staff reports and minutes are attached.

**III. Project Description:**

The proposal is to utilize the upper level as a State Farm Insurance office and the lower level as a continued residential use with a small apartment. The proposed improvement is to reconfigure the paved area and access on the front, upper level to provide three parking spaces for the State Farm customers with alternative parking in the rear off Eastman Street. A total of 7 spaces are proposed in the rear. A set of stairs to the north side can be used to access the upper level from the lower parking for the State Farm customers that park below. No changes are proposed to the exterior façade. Hours of operation will be Monday – Friday, 9 am to 5 pm.

Storm drainage will be improved by connecting the roof runoff and parking runoff to an underground infiltration system.

A traffic memo was submitted for this project and indicated that a formal Traffic Impact Report (TIR) is not required as the daily and peak hour trip estimates are below the TIR threshold values; the traffic memo is attached.

Several waivers are being requested. See attached from Jeffrey Brem, Meisner Brem Corporation and Miguel Bosono.

City staff reviewed the plans; Engineering comments are pending.

#### **IV. Staff Recommendations and Findings:**

The Planning Board should make a determination that the plan meets, or does not meet, the requirements outlined in the Site Plan NRO § 190-146(D). The Board should review these prior to making a motion. If the Planning Board chooses to disapprove the plan, specific reasons should be given. If the Planning Board chooses to approve this plan, staff recommends the following stipulations be made part of that approval:

1. The request for a waiver of § 190-279(EE), which requires an existing conditions plan, **is/is not** granted, finding that the waiver **will/will not** be contrary to the spirit and intent of the regulation.
2. The request for a waiver of § 190-275, which requires a lighting plan, **is/is not** granted, finding that the waiver **will/will not** be contrary to the spirit and intent of the regulation.
3. The request for a waiver of § 190-274, which requires a landscaping plan, **is/is not** granted, finding that the waiver **will/will not** be contrary to the spirit and intent of the regulation.
4. The request for a waiver of § 190-193(D) and Table 193-1 for width, **is/is not** granted, finding that the waiver **will/will not** be contrary to the spirit and intent of the regulation.
5. The request for a waiver of § 190-202 to exceed maximum parking **is/is not** granted, finding that the waiver **will/will not** be contrary to the spirit and intent of the regulation.
6. Prior to the Chair signing the plan, minor drafting corrections will be made to the plan.
7. Prior to the Chair signing the plan, all comments in an e-mail from Joe Mendola, Street Construction Engineer dated \_\_\_\_\_ will be addressed to the satisfaction of the Division of Public Works.
8. Prior to any work and a pre-construction meeting, a financial guarantee shall be approved.
9. Prior to the issuance of a certificate of occupancy, all off-site and on-site improvements will be completed.