



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

March 18, 2020

Project Summary – Minor Subdivision

Project: Church View Condos – Minor Subdivision and Site Plan Amendment (2015-12)
Property Owners: Steel Brick, LLC
Address: 12 Cross Street
Map/Block/Lot: 534-P-31

Determination of Completeness:

Determine the application complete and open the public hearing. As part of the motion, indicate that the project does not meet the criteria for a Development of Regional Impact (DRI), per RSA 36:55.

Project Description:

The applicant is proposing to amend a previous approval to construct 8 residential condominium units where 7 were originally approved with 3 first story units, 4 second story units with lofts. The 8th unit will be on the third floor.

Project Details:

Existing Lot Area: 0.56 ac (24,502 sf)
Zoning: Neighborhood Residential (RN)
Existing Use: Vacant – former schoolhouse
Building Setbacks Required: 15' front; 25' rear; 10' side
Building Setbacks Provided: 15' front; 25' rear; 10' side

1. General Comments

- 1.1 The following comments pertain to the 1 sheet plan set titled "Condominium Site Plat of Churchview Condominiums" prepared by Richard Bartlett & Associates, LLC, dated March 3, 2020 and the 4 sheet architectural plan set titled "Church View Condos" prepared by PHB Architects, LLC, dated January 27, 2020.
- 1.2 External common area consists of all lawn and patio areas, and walkways and entrances. External limited common area consists of two parking spaces allocated to each unit. Internal common areas consist of entrances, hallways, and utility access. Internal limited common areas consist of storage space of each unit in the basement, except unit 8 which has storage area within the unit on the third floor.
- 1.3 Impact fees for the original 7 units were paid in 2015. Impact fees will be levied for the 8th unit proposed in this application.
- 1.4 Please see the comments from the Engineering Division under a separate memo.

2. Technical Review Comments

- 2.1 The building floor plans shall be stamped by a NH Licensed Land Surveyor, a NH Licensed Architect, or a NH Licensed Professional Engineer, in accordance with Section 17.03(1) of the Subdivision Regulations (SDR).

3. Recommendations

- 3.1 **Grant the amendment** to the previously approved Major Site Plan for the reallocation of onsite parking.
- 3.2 **Grant Minor Subdivision approval** for the creation of an 8th condominium unit, subject to the following conditions to be fulfilled within one year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, unless otherwise specified:
- (1) Address Technical Review Comments, noted above, to the satisfaction of the Planning Division.
 - (2) Address Review Comments from Bryant Anderson, P.E., to the satisfaction of the Engineering Division.
 - (3) Prior to the final plat being signed by the Planning Board Chair and Clerk, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
 - (4) The Applicant shall submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
 - (5) The Applicant shall deliver to Planning one (1) plan set(s) and one (1) mylar(s) for endorsement by the planning Board Chairman & Clerk and recording at the Registry of Deeds.
 - (6) Prior to the issuance of any building permits, the 50' wetland buffer shall be marked with discs available at the Planning Division

Prepared by: SCD

S:\Plan\Development Review\Project Files\2015\2015-12_ChurchviewCondos_12CrossSt\2020\Reports & Letters



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David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Bryant A. Anderson, PE
DATE: March 4, 2020
SUBJECT: Plan Review (4), Churchview Condominium, 12 Cross Street;
Map 534P, Lot 31; (2015-12)

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

- *Condominium Site Plat*, Churchview Condominiums, Map 534P, Lot 31, 12 Cross Street, Concord, NH (Penacook Village), prepared by Richard D. Bartlett & Associates, LLC, dated March 3, 2020.

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.**

Note: Engineering has previously reviewed this project and has submitted comments to the Planning Division in memorandums dated March 31, 2015, May 14, 2015, and July 21, 2015. Comments from our previous memorandum that have not been addressed are included and noted in the comments below.

General Comments

1. All of the revision dates occur before the plan date (March 2, 2020).
2. The existing sewer service was video inspected in 2015 and several deficiencies were identified. Based on discussions with the previous owner and at the previous Preconstruction Meeting that was held on 8/25/2015, the existing sewer service will need to be lined or replaced in order to service the renovated building. However, Cross Street was repaved in 2019 and, therefore, the sewer service should be re-inspected to confirm its condition. If the condition of the line has significantly degraded since 2015, lining may not be an option.
3. The proposed improvements include a new fire protection water service line and a new domestic service line. Cross Street was repaved in 2019 and the road is currently under

Engineering Services
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a 5 year moratorium restricting work in the road. As such, the following will be required for the new water service work:

- a. If the existing domestic water service is suitable for reuse it should be maintained and the new fire protection service should be connected in Summer Street instead of Cross Street.
- b. If the existing domestic water service is not suitable for reuse it should be discontinued at the main and ROW line; and the new fire protection line should be connected adjacent to the existing service in Cross Street. The new domestic connection would then connect to the fire service outside of the building. This will require work in a moratorium street with additional street damage fees and restoration requirements.

Post-Approval/Pre-Construction Items

The following items will need to occur prior to the start of construction (unless otherwise noted).

1. The applicant/contractor shall set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc.
2. 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)
 - c. Utility Connection Permit (water service)
3. Performance surety (bond, letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at \$5,000 (min. amount) based on a 0.3 ac disturbance area. (establish surety prior to pre-construction meeting)
4. Performance surety (bond, letter of credit, or cash deposit) for work within the right-of-way. A bond amount of \$27,000 was approved as part of the original review of the project. (establish surety as part of Excavation Permit Application)
5. Advanced deposit for site construction inspection fees (initial deposit amount determined by Engineering based on the project schedule and estimated services, final inspection fee to be adjusted based on actual services rendered). An initial deposit amount of \$5,550.00 was established as part of the original review of the project. (submit deposit a min. of three days prior to pre-construction meeting)
6. Water and Sewer Investment Fees will need to be paid (as part of the utility connection permit process if the existing/previous water meter will be increased in size).