



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

May 18, 2022

Project Summary – Minor Subdivision

Project: 6 & 6½ Thorndike Street – Minor Subdivision (2022-30)
Property Owners: CMAF Enterprises LLC
Address: 6 & 6½ Thorndike Street
Map/Block/Lot: 7413Z/14

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 convert an existing 2-family dwelling to a 2-unit condominium with an associated 4-space, paved parking area.

Project Details:

Zoning: Urban Commercial (CU)
Lot Size Required: 12,500 sf
Existing Lot Area: 10,063 sf (0.23 ac) *
Maximum Lot Coverage: 80% (8,050 sf)
Lot Coverage Proposed: 49% (4,927 sf)
Lot Frontage Required: 100'
Lot Frontage Provided: 73' *
Parking Required: 4 spaces (including 1 accessible van space)
Parking Proposed: 4 spaces
Building Setbacks Required: 15' front; 15' rear; 15' side
Building Setbacks Provided: 6.1' front; 4.3' rear; 4.6' side *

* *Existing non-conformity*

1. General Comments

- 1.1 The following comments pertain to the 3-sheet plan set titled "6 & 6-1/2 Thorndike Street Concord, NH" prepared by Eric C. Mitchell 7 Assoc. Inc., dated January 24, 2021.
- 1.2 Please see the comments from the Engineering Division under a separate memo.

2. Waivers

- 2.1 The applicant has requested waivers from the following Sections of the Subdivision Regulations:

- 12.05 *Vicinity Plan* – to provide a vicinity plan at 1" = 400' scale
- 15.02 *Plan Scale* – to provide drawings at a 1" = 10' scale
- 12.04 *Location Plan* – to not provide a Location Plan

The Applicant claims that the submitted plan sufficiently shows all required information for the proposed condominium conversion. Staff observes that there is adequate space on the plan to provide both a vicinity plan and location plan – at the required scales, and that adding these required plans would be easy to do. Therefore, **Staff does not support the waivers** from Sections 12.05 and 12.04.

Regarding the waiver request from Section 15.02 to submit a plan at a 1" = 10' scale, Staff recognizes the lot is relatively small and agrees that this scale provides the best level of detail. Therefore, **Staff supports the waiver** from Section 15.02.

3. Technical Review Comments

- 3.1 The proposed parking space closest to the entrance must be an accessible van space, per Article 28-7-5 of the Zoning Ordinance (ZO), and the van space must be designed in accordance with the regulations set forth in Article 28-7-7(c) (ZO).
- 3.2 Topographical information must be provided on the site plan to ensure the parking area will drain properly, in accordance with Section 12.08(3) of the Subdivision Regulations (SDR).
- 3.3 All utility services must be labeled with the size and material of pipe.
- 3.4 Unless the existing sewer services is 6" in diameter or more, a separate sewer service will be required, in accordance with Section 17.04(4) (SDR).
- 3.5 The parking aisle, directly behind the parking spaces, must be 24 feet wide as measured from the end of the parking space, in accordance with Article 28-7-7(e) (ZO).

4. Recommendations

- 4.1 **Deny the waivers** from Sections 12.05 *Vicinity Plan* and 12.04 *Location Plan* on the ground that these plans are required and there is adequate space on the plan to provide this information.
- 4.2 **Grant the waiver** from Section 15.02 *Plan Scale* to provide drawings at a 1" = 10' scale, utilizing the criteria from RSA 674:36(II)(N)(2): Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations, given this scale provides a level of detail appropriate for the small lot.
- 4.3 **Grant Minor Subdivision approval** for the condominium subdivision at 6 & 6½ Thorndike Street, 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 Engineering Comments to the satisfaction of the Engineering Division.
 - (2) Waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Subdivision Regulations. Should the Board vote to deny the waiver(s), the applicant shall comply with said submission requirement(s).
 - (3) The Declaration of Condominium documents will be reviewed by Staff prior to recording.
 - (4) 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.
 - (5) The Licensed Land Surveyor shall sign and seal final plans and mylars.

- (6) 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.
- (7) 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.

Prepared by: SCD

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CITY OF CONCORD
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Community Development Department

David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Todd Welch Civil Engineering/Project Manager, P.E.
CC: David Cedarholm, City Engineer, P.E.
DATE: 5/9/2022
SUBJECT: CMAF Enterprises/Condo Conversion – Engineering Review, 6 Thorndike St;
Map 7413Z, Lot 14; Project 2022-30

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

- 6 & 6-1/2 Thorndike Street, Name, prepared by Eric C. Mitchell & Associates Inc, dated 4/20/2022.

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.

Plans

Condominium Conversion Site Plan (Sheet 1 of 3)

1. I realize that the City's GIS website still has "Map – Block" in the Property Details for some properties; however, areas of the City that have been remapped no longer include a "Block" designation. Within the plan view, all of the Map and Lot references should be revised. The subject parcel should be Tax Map 7413Z Lot 14; the abutter to the north should be Tax Map 7413Z Lot 21; the abutter to the northeast should be Tax Map 7413Z Lot 19; the abutter to the east should be Tax Map 7413Z Lot 18; the abutter to the southeast should be Tax Map 7413Z Lot 16; the abutter to the south should be Tax Map 7413Z Lot 17; the abutter to the southwest should be Tax Map 7413Z Lot 13; the abutter to the west should be Tax Map 7413Z Lot 11; and the abutter to the northwest should be Tax Map 7413Z Lot 10.
2. Please correct the title block as well to read Tax Map 7413Z Lot 14.

Re: Review Comments (2022-30)
Project, Location
Date: 5/9/2022

Condominium Conversion Site Plan (Sheet 2 of 3)

3. Please correct the title block to read Tax Map 7413Z Lot 14.

Condominium Conversion Site Plan (Sheet 3 of 3)

4. See comments above for Sheet 1 of 3.
5. Please correct the title block to read Tax Map 7413Z Lot 14.

General Comments

6. The building currently only has one sewer and one water service. Separate water and sewer services are required by the City of Concord Construction Standards Sections 4.03.B.15, and 5.03.H.3.a.
7. Owner shall video inspect the existing sewer service and provide that video to the City of Concord Community Development Engineering Services Division for review.
8. City Permits Required
 - a. Excavation Permit
 - b. Utility Connection Permits one for each new City utility connection.
9. Water and Sewer Investment Fees will need to be paid (as part of the utility connection permit process).

