



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

May 18, 2022

Project Summary – Major Site Plan

Project: Concord Coalition to End Homelessness (2022-33)
Property Owner: Concord Coalition to End Homelessness
Address: P.O. Box 3933
Map/Block/Lot: 41/1/18

Determination of Completeness:

Determine this application complete and set the public hearing for the June 15, 2022, Planning Board meeting. 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 requesting Major Site Plan approval for the conversion of an existing two-unit apartment building into a six-unit apartment building with associated shared driveway access and pedestrian sidewalk improvements.

Project Details:

Zoning:	Institutional (IS)
Existing Lot Area:	0.56 ac (24,200 sf)
Street Frontage Required:	150'
Existing Street Frontage:	196'
Existing Use:	Multifamily Residential – 4 units
Proposed Use:	Multifamily Residential – 8 units
Lot Coverage Max.:	18,750 sf 75%)
Lot Coverage Proposed:	7,500 sf (31%)
Building Setbacks Required:	30' front, 30' side, 25' rear
Building Setbacks Provided:	20' front, 44' side, rear N/A (corner lot) <i>Existing non-conformity</i>
Parking Spaces Required:	16 spaces (Including 3 ADA)
Parking Spaces Provided:	8 spaces (Including 1 ADA) <i>variance granted</i>

1. General Comments

- 1.1 The following comments pertain to the 8-sheet plan set titled “Concord Coalition to End Homelessness” prepared by Wilcox & Barton Inc. dated April 15, 2022.

- 1.2 At the March 2, 2022 meeting, the Zoning Board of Adjustment (ZBA) granted the following variances to the Zoning Ordinance (ZO):
- Article 28-2-4, Table of Principal Uses, A11, to allow for a conversion of a residential building to accommodate 8 units, where no more than 5 units are allowed;
 - Article 28-5-3(b)(1), to allow a residential conversion on a lot containing 23,087 sf where 25,000 sf is required;
 - Article 28-5-3(b)(1), to allow for 8 dwelling units on a property where 4.6 dwelling units would otherwise be allowed;
 - Article 28-5-3(b)(4) to allow for dwelling units of various sizes, where a minimum dwelling unit size of 600 sf is required; and
 - Article 28-7, to allow the continuation of the non-conforming parking lot layout with 8 spaces where 16 spaces would be required.
- 1.3 Architectural Design Review (ADR) is required for Major Site Plan applications. The applicant is scheduled to attend the May 31, 2022 ADR meeting.

2. Technical Review Comments

- 2.1 The Applicant has indicated that there are enough existing trees within 20 feet of the parking area to satisfy the tree count requirements. These trees will need to be identified on the site plan.
- If there are not enough existing trees within 20 feet of the parking area, a landscape plan will need to be submitted.
- 2.2 Provide a required tree count calculation, in accordance with Section 27.07 of the Site Plan Regulations (SPR).
- 2.3 Provide details on how existing trees will be preserved during construction, in accordance with Section 27.04 (SPR).
- 2.4 Provide details on the size and material of the sewer service connection to 120 Pleasant Street, in accordance with Section 16.02(14)(a) (SPR).

Prepared by: SCD

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Community Development Department

David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Todd Welch, Civil Engineer/Project Manager, P.E.
CC: David Cedarholm, City Engineer, P.E.
DATE: 5/11/2022
SUBJECT: Concord Coalition to End Homelessness, LLC Major Site Plan, Engineering Review, 120 Pleasant St;
Map 41, Block 1, Lot 18; Project 2022-33

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

- *Site Plans Prepared for Concord Coalition to End Homelessness*, prepared by Wilcox and Barton, Inc, dated April 15, 2022 (received on April 20, 2022);
- *Stormwater Management Plan*, prepared by Wilcox and Barton, Inc, dated April 20, 2022 (received April 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.

Plan Set

Cover Sheet (Sheet C0.1)

1. All of the Map, Block, and Lots have been updated by the City, for instance, the subject property Map 41, Block 1, Lot 18 is now Map 7323Z, Lot 8. This will need to be updated on every sheet, within the plan view, within the notes, etc.
2. A representative of the applicant has indicated to City staff that the main building is using the addresses of 120 Pleasant Street and 122 Pleasant Street, and that the carriage house is using the addresses of 1A Liberty Street and 1B Liberty Street. Please update the plan set.

Re: Review Comments (2022-33)
Concord Coalition to End Homelessness, 120-122 Pleasant St Concord, NH 03301
Date: 5/11/2022

3. The Site Plan will be revised to reflect new addresses to be assigned by the City during discussions with the applicant. The new addresses will be assigned as this process moves forward.

Existing Conditions Plat

4. All of the Map, Block, and Lots have been updated by the City, for instance, the subject property Map 54, Block 2, Lot 4 is now Map 6532Z, Lot 122.

Notes and Legend (Sheet C0.2)

5. 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. 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.
 - c. The contractor shall set up a preconstruction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc.
 - d. The contractor shall obtain Utility Connection Permits from the Engineering Services Division for the proposed water service, sewer service, and storm drain connection(s). Individual permits will be required for each connection.
 - e. The contractor shall obtain a Driveway Permit from the Engineering Services Division for the proposed driveway.
6. When there is a City of Concord detail available for a given item/detail it shall be used. The details used shall be the ones from the recently updated standards.

Site Plan (Sheet C1.1)

7. The existing water service into 120 Pleasant St is $\frac{3}{4}$ ". That size service will be inadequate for required fire suppression and domestic water for the proposed 8 units. Engineering suggests a single new water service be installed with domestic water tapped off that line similar to City of Concord Construction Detail W-6.
8. The plan does not show how water is delivered to 122 Pleasant St. Please add that to the plans.

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9. The existing sewer services for 120 and 122 Pleasant St are likely undersized however city records are not clear. Applicant shall video inspect both services and provide the videos to the Engineering Services for review of size, and condition. Per City of Concord Construction Standards 4.03.B.13b a 6" sewer service is required for Commercial, Industrial, and Multifamily properties.
10. Per SPR 16.02 (22), please include a detail of the driveway, including a profile coming off of Liberty Street.
11. Engineering recommends applicant discuss modifications and usage change of the Common Passway with the abutter.
12. Per SPR 18.21 show snow storage areas on the site plan.
13. See comment above about new addresses to be assigned to the two buildings.

Grading & Drainage Plan (Sheet C1.3)

15. All retention and/or infiltration ponds shall have overflows to the municipal system as per SPR 22.03. The proposed drainage system overflows to City sidewalks, City streets, City parking lots, and across the applicant's property.

Stormwater Report

16. Engineering did not fully review the drainage report in anticipation of major revisions. The applicant can expect more detailed comments in the next memorandum.
17. Applicant should refer to SPR 22.08 and check the total site plan disturbed area. Engineering suspects disturbed area is between 2,000 sf and 20,000 sf which would reduce the requirements.
18. Please label pond 3 in the stormwater report (pdf page 33).

General Comments

19. Engineering encourages, 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.

State/Federal Permits

20. Per Site Plan Regulation 13.02 (8) and/or Subdivision Regulation 13.02 (10), a copy of the State and Federal permit(s) shall be submitted to the City prior to final approval.

Post-Approval/Pre-Construction Items

The following items are required prior to the start of construction (unless otherwise noted):

- 21. 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.
- 22. The following permit(s) will need to be obtained from the Engineering Services Division:
 - a. Driveway Permit
 - b. Additional permits will likely be required. A list of those permits will be provided once the final plans have been approved.
- 23. A fire protection engineer shall provide, on their letterhead, a document certifying that the new proposed water service line is adequately sized and designed for the proposed site conditions, including addressing whether domestic water is also tapped off of the same line.

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24. Per Site Plan Regulation 27.11, establish a financial guarantee (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 disturbance area. The surety shall be established prior to scheduling the pre-construction meeting.
25. Per Site Plan Regulation 36.24 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.
26. Shop drawings/submittals shall be submitted to Engineering for the proposed improvements.
27. 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.
28. 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.