



Heather Shank  
City Planner

# CITY OF CONCORD

*New Hampshire's Main Street™*  
**Community Development Department**

## Planning Board

June 21, 2017

### Project Summary – Minor Subdivision Plan

Project: 2 Pillsbury Street, LLC– Minor Subdivision Condominium (2017-22)  
Property Owners: 2 Pillsbury Street, LLC  
Address: 2 Pillsbury Street  
Map/Block/Lot: 23/5/ 3, 6 & 23/6/ 1, 6

#### **Determination of Completeness:**

Determine this application complete and open the public hearing.

#### **Project Description:**

This site is an existing commercial condominium building.

The applicant is requesting Minor Subdivision approval in order to transfer approximately 400 Square Feet of Unit 3B to Unit 3C as shown in the attached floor plan.

#### **Project Details:**

Existing Lot Area: 5 acres  
Zoning: Institutional District (IS)  
Existing Use: Office/Retail

#### **1. General Comments**

- 1.1 The following comments pertain to the Minor Subdivision application submitted by 2 Pillsbury Street, LLC dated May 17, 2017.
- 1.2 Please review the memo from Engineering dated June 7, 2017.
- 1.3 RSA 356-B requires that all condominium plans are signed by a licensed land surveyor, engineer, or architect.

#### **2. Waiver Requests.**

- 2.1 The applicant requests waivers from the following Sections of the Subdivision Regulations (SDR):

- a) Sections 12.02 All Plans, 12.03 Plats and Construction Plans, 12.04 Location Plan, 12.05 Vicinity Plan, 12.06 Plan References – To not provide basic plat recording information. The applicant is proposing to change a lot line; therefore, **Staff does not support this request.**
- b) 12.08 Existing Conditions – To not provide existing conditions. **Staff supports this waiver request provided a plat suitable for recording is provided.**
- c) Sections 15.01 Required Information, 15.02 Final Plat Requirements, 15.03 Information to be provided on Final Plat – To not provide basic plat recording information. The applicant is proposing to change a lot line; therefore, **Staff does not support this request.**
- d) Section 17.02 Site Plan – The applicant is proposing a simple transfer of square footage between condominium units. No changes are proposed to the existing building or site design **Staff supports this waiver request.**

### 3. Recommendations

- 3.1 **Staff recommends that the Board grant the waiver for Section 12.08 of the Subdivision Regulations to not provide Existing Conditions information**, 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.

- 3.2 **Staff recommends that the Board deny the following waivers due to the fact that the applicant is proposing to modify a lot line and basic recording information must be provided:**

- a) Section 12.02 *All Plans*. General Plan Information.
- b) Section 12.03 *Plats and Construction Plans*. Submission of Construction Plans.
- c) Section 12.04 *Location Plan*. To not provide a Location Plan.
- d) Section 12.05 *Vicinity Plan*. To not provide a Vicinity Plan.
- e) Section 12.06 *Plan References*. To not provide references to other plans and easements.
- f) Section 15.01 *Required Information*. To not provide supporting documents for minor subdivision.
- g) Section 15.02 *Final Plat Requirements*. To not provide a final plat.
- h) Section 15.03 *Information to be provided on Final Plat*. To not provide detailed information on a final plat.
- i) Section 16.02 *Final Plat Requirements*. To not provide a final plat.
- j) Section 16.03 *Information to be Provided on Final Plat*. To not provide a final plat.
- k) Section 16.04 *Construction Plans*. To not provide construction plans.
- l) Section 17.02 *Site Plan*. To not provide a new site plan.

- 3.3 **Grant Minor Subdivision Plan approval** to convert commercial office building units into commercial condominiums at 2 Pillsbury Street subject to the following precedent conditions:

- (a) Precedent 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) A Licensed Land Surveyor shall sign and seal final plans and mylars to certify that the plans meet the requirements of RSA 356-B.

- (2) The Certification statement on the plan shall be signed by the Engineer of Record.
- (3) 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.
- (4) The Applicant shall deliver to Planning, one plan set and mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.

Prepared by: JCS

*S:\Plan\Development Review\Project Files\2017\2017-22\_2PillsburyStreet\_MIS*