



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

August 16, 2017

Project Summary – Minor Subdivision

Project: Raffensberger 11-13 Holt St. Condo Conversion (2017-30)
Property Owner: John & Sheri Raffensberger
Address: 11-13 Holt St.
Map/Block/Lot: 41/4/3

Determination of Completeness:

Determine this application complete and open the public hearing.

Project Description: The applicant is proposing a conversion of a two-family residential dwelling unit into condominiums.

Project Details:

Zoning: Neighborhood Residential District (RN)
Existing Use: Two-Family Residential

Required Lot Size: 10,000 sf
Existing Lot Size: 7852 sf (*Existing Non-Conformity*)

Required Frontage: 80'
Existing Frontage: 157.04'

Required Setbacks: 15 Front; 25 Rear; 10 Side
Existing Setbacks: 12 Front; 10 Rear; 15 Side (*Existing Non-Conformity*)

1. General Comments

- 1.1 The following comments pertain to a two sheet set of Condominium Plans submitted for 11-13 Holt Street, Concord, NH, Map 41, Block 4, Lot 3.
- 1.2 Please see the attached Engineering comments dated August 7, 2017.
- 1.3 A professional licensed Engineer, Architect, or a professional licensed surveyor must sign all condominium floor plans in accordance with NH RSA 356-B.

2. Technical Review Comments

- 2.1 Note 5 on the Site Plan identifies the zoning district as “Single Family Residential.” The Zoning District for this lot is Neighborhood Residential District (RN). The notation and associated dimensional requirements should be changed to reflect the proper zoning district.
- 2.2 The setback envelope shown as a triangle on the site plan should be adjusted to reflect the requirements of the RN Zoning District.

3. Recommendations

- 3.1 **Grant Minor Subdivision approval** to convert an existing 2-family residential unit into condominiums 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 Review Comments dated August 7, 2017 to the satisfaction of the Engineering Division.
 - (2) Address Technical Review Comments, noted in Section 2 above, to the satisfaction of the Planning Division.
 - (3) The applicant shall submit documentation that the meter configuration has been reviewed and that it complies with City standards.
 - (4) 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, three plan sets and one (1) mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.

Prepared by: JCS

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Edward L. Roberge
City Engineer

MEMORANDUM

TO: John Stoll, Senior Planner
FROM: Bryant A. Anderson, PE
DATE: August 7, 2017
SUBJECT: Plan Review, Condominium Conversion, John & Sheri Raffensberger, 11-13 Holt Street;
Map 41 Block 4, Lot 3; (2017-30)

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

- *Condominium Plans*, 11-13 Holt Street, Concord, NH, Map 41, Block 4, Lot 3 (received on 7/27/2017)

As a supplement to any comments offered by the Planning Division, the ESD offers the following design related comments. **With subsequent submissions, the applicant should provide a response letter that acknowledges/addresses each of these comments.**

General Comments

1. A sheet index should be provided on the first sheet of the plan set.
2. At the southwest corner of the property, the right-of-way line seems to be holding the 1" S.P. Fnd Flush, which appears to be on the street side of the sidewalk, and does not hold, or connect with, the 5" x 3" Stone Bnd. Fnd. Additional clarification should be provided.
3. The boundary marker symbol at the northerly corner of the property should be labeled.
4. At the southeast corner of the property, there is a 5" X 3" Stone Bnd. Fnd., however, it states that it is 147" B.G. Additional clarification should be provided.
5. It should be noted that a portion of the existing garage is located on the abutting lot.
6. Based on City records, the size of the existing sewer service is 4 in. City Construction Standards require a 6 in minimum service size for multifamily dwellings. Since this is a multifamily dwelling, we recommend that the service be upgraded to 6 in. In addition,

Engineering Services
City Hall • 41 Green Street • Concord, NH 03301 • (603) 225-8520
engineering@concordnh.gov

Re: Review Comments (2017-30)
Condominium Conversion, 11-13 Holt Street
Date: 8/7/2017

applicant should review the condominium documents to make sure they are consistent with a single sewer service.

7. A single 3/4 inch water line currently provides water service to the building. The estimated water pressure in the house before the meter/backflow preventer is 38-42 psi which may be low for two units. The applicant should consider providing a new service so that each unit has its own water supply.
8. The water meter(s) for the building should comply with the requirements of the City's Construction Standards (Water Systems, Section C, Metering; and Detail W-8, Condo Conversion Dual Residential Meter Installation). The applicant should submit documentation that the meter configuration has been reviewed and that it complies with City standards as a condition of approval. In addition, the applicant should review the condominium documents to ensure they are consistent with the meter configuration provided.