



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

January 17, 2018

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:

This application was determined complete on December 20, 2017.

Project Description:

This site is an existing commercial condominium building. The applicant is requesting that 4,068 sf of a currently merged section of the 5th floor between Units 5A, 5B, and 5C be consolidated into Unit 5B.

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 November 15, 2017.
- 1.2 Please review the memo from Engineering dated December 11, 2017.
- 1.3 RSA 356-B requires that all condominium plans are signed by a licensed land surveyor, engineer, or architect.
- 1.4 The Board previously granted Minor Subdivision approval to transfer 355 sf from Unit C to Unit B on the 3rd floor of 2 Pillsbury Street on December 20, 2017.
- 1.5 The applicant was granted a continuance of the 5th floor component of this application on December 20, 2017 to the January 17, 2018 Planning Board meeting.

2. Waiver Request

- 2.1 The Board granted a waiver from Section 12.08 (SDR), on December 20, 2017, to not provide an Existing Conditions Plan, based on the fact that no changes are proposed to the building or site.

3. Recommendations

- 3.1 **Grant Minor Subdivision Plan approval** to consolidate 4,068 sf of Units 5A, 5B, and 5C into Unit 5B for property at 2 Pillsbury Street, subject to the precedent conditions noted below:

- (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 deliver to the Fire Department proposed floor plans depicting accurate exit locations shown to scale, prior to recording of the plans at the Merrimack County Registry of Deeds.
 - (4) Prior to the issuance of a Certificate of Occupancy or final construction sign-off, 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 12.08 of the Site Plan Review Regulations and all information shall be converted to a vertical datum of NAVD 88.
 - (5) 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.
 - (6) 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

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Edward L. Roberge
City Engineer

MEMORANDUM

TO: John Stoll, Senior Planner
FROM: Bryant A. Anderson, PE
DATE: December 11, 2017
SUBJECT: Plan Review (2), Condominium Plan, 2 Pillsbury Street Condominium; Map 23, Block 6, Lot 24; (2017-22)

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

- *Third and Fifth Floor Condominium Plan (4 of 9 and 6 of 9), 2 Pillsbury Street Condominium, 2 Pillsbury Street, Concord, NH, prepared by the H.L. Turner Group, Inc., dated October 12, 2005, revised thru 5/10/2017 (received on 11/20/2017)*
- *Third and Fifth Floor Addendums (2 of 3 and 3 of 3), 2 Pillsbury Street Condominium, Concord, New Hampshire, prepared by the Warren Street Architects, dated October 18, 2017 (received on 11/20/2017)*

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. The Certification statement on Sheet 4 of 9 should be signed by the Engineer of Record.