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CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

June 20, 2018

Project Summary – Minor Site Plan

Project Name: Warrenstreet Architects Building Addition (2018-06)
Owner: 27 Warren Street LLC
Address: 27 Warren Street
Map/Block/Lot: 34/ 4/ 5

Determination Of Completeness:

Declare the application complete and open the public hearing.

Project Description:

The applicant is requesting Minor Site Plan approval for construction of a 28.5' x 12' addition on 3 floors (1,389 sf total) on the west face of the existing building located at 27 Warren Street in the Civic Performance (CVP) District.

Project Details:

Zoning: Civic Performance (CVP) District

Existing/Proposed Use: Office

Maximum Lot Coverage: 80%
Lot Coverage Proposed: ±74%

Parking required: 17 spaces
Parking provide: 2 non-conforming spaces (*variance granted, see Comment 1.2 below*)

Building Setbacks Required: 15' front, 15' rear, 15' side
Building Setbacks Provided: ±8' front*, ±3' rear*, 2' side**
*existing non-conformity
**Variance granted, see Comment 1.2 below

1. General Comments

- 1.1 The following comments pertain to the 1 sheet plan titled "27 Warren Street Addition Planning Board Application", dated 5/31/2018, prepared by Warrenstreet Architects.
- 1.2 At the May 2, 2018 meeting, the Zoning Board of Adjustment (ZBA) granted the following

variances to the Zoning Ordinance:

- Variance to Article 28-4-1(h), the Table of Dimensional Regulations to permit no less than a 2-foot setback from the westerly side property line to the closest point of the addition where a 15 foot side setback is required.
- Variances to Article 28-7 Access, Circulation, Parking and Loading
 - To provide no less than 2 non-compliant on-site parking spaces where 17 spaces are required
 - To provide no compliant on-site parking spaces;
 - To provide no parking lot perimeter landscaping;
 - To provide no on-site refuse loading area; and
 - To provide no on-site accessible parking.

1.3 Comments from the Engineering Services Division are provided in a memo date June, 2018.

1.4 The Architectural Design Review Committee (ADRC) reviewed the site plan and elevations at their May 8, 2018 meeting. The ADRC voiced concern over the lack of compatibility of the addition with the existing structure, but recommended approval as submitted with the recommendation that darker siding and/or different materials be used on the addition to better differentiate it from the historic architecture.

The Applicant submitted two revised options which were reviewed at the June 12, 2018 ADRC meeting. ADRC was not in favor of either of the two options, and continued to voice concern over the lack of cohesiveness with the existing structure. The Committee made a motion to deny the application. Members provided the following recommendations to make the proposal acceptable. The top 5' of the roof (mechanical mezzanine) should be slightly angled on the front and rear of the addition, and be shingled to match the existing roof. The purpose of this to minimize the boxy appearance, but still allow for the accommodation of mechanical equipment. In addition, the façade of the addition should have siding to match the material and color of the existing building similar to the original proposal. ADR members also suggested that the shape and size of the windows be changed to more appropriately reflect the style of the proposed addition.

1.5 The Applicant verbally requested a waiver to not provide an existing conditions survey. The City Surveyor reviewed the plan that was submitted, and determined that proposed site plan portion of the plan contains several ambiguities that should be investigated further to confirm that the addition will comply with the variance granted for a 2-foot minimum setback. Therefore, staff does not support granting a waiver to this requirement. On May 31, 2018, Planning staff and the City Surveyor conducted a site visit to locate boundary markers and confirm that the project as proposed can meet the minimum setback requirements. In addition, the Applicant provided a worksheet prepared by a Licensed Land Surveyor. **While it appears that the setback requirement can be met, staff recommends that a survey be prepared and signed by a Licensed Land Surveyor as a condition of approval.**

Staff supports a reduction in the amount information provided in the existing conditions survey plan, but recommends the following information be provided at a minimum in accordance with the Site Plan Regulations:

- 15.03(1) Property Lines
- 15.03(7) Buildings and Structures
- 15.03(10) Municipal utilities, if applicable

- 15.03(11) Non-municipal utilities, if applicable
- 15.03(19) Setbacks and buffers
- 15.03(22) Abutting properties

2. Technical Review Comments

- 2.1 Provide the dimension from the proposed addition to the westerly property line.
- 2.2 Under the notes section, revise “Requested Variances” to “Variances Granted”.
- 2.3 The Site Location and Site Vicinity plans are difficult to read, please update so the streets names are legible.
- 2.4 Please provide the following information per Section 15.03(23): gross site acreage in square feet and acreage; existing and proposed gross square footage of the building; impervious surface coverage in square feet; and parking required and provided.

3. Recommendations

- 3.1 Deny **Architectural Design Review** approval of the proposed building addition as per motion of ADRC on June 12, 2018.
- 3.2 **Grant Minor Site Plan approval** for the proposed 1,389 sf addition to the existing building, subject to the following precedent and subsequent conditions:
 - a) **Precedent Conditions** – to be fulfilled within one (1) year and prior to issuance of any building permits, or the commencement of site construction, unless otherwise specified:
 - (1) Provide a existing conditions survey in accordance with staff recommendations outlined in Comment 1.5 above.
 - (2) Address Technical Review Comments noted in Section 2 above.
 - (3) The final plans shall be signed and sealed by the Licensed Architect and Licensed Land Surveyor.
 - (b) **Subsequent Conditions** – to be fulfilled as specified:
 - (1) Submit 3 sets of final plans to be signed by the Clerk and Chair of the Planning Board, prior to issuance of any permits or commencement of construction activities.

Prepared by: BAF

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