



Heather Shank  
City Planner

# CITY OF CONCORD

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

## Planning Board

August 15, 2018

### **Project Summary – Minor Subdivision**

Project: Spring Corner Realty – Minor Subdivision Application (2018-38)  
Property Owners: Spring Corner Realty, LLC  
Address: 60-62 Pleasant Street and 2-10 North Spring Street  
Map/Block/Lot: 32/ 2/ 1

### **Determination of Completeness:**

Determine the application complete and open the public hearing.

### **Project Description:**

The applicant is proposing to convert existing residential and commercial buildings into 7 condominiums. The applicant is also proposing a carport as limited common area for 4 of the residential units, existing parking space as limited common area for the 5<sup>th</sup> residential unit, and areas along the frontage of Pleasant Street as limited common areas for the commercial units.

### **Project Details:**

Zoning: Civic Performance District (CVP)  
Existing Use: Residential and Commercial  
Existing Lot Area: 13,350 sf (0.3 acres)  
Frontage Required: 80'  
Frontage Provided: 131.34' on N. Spring Street, 134.35' on Pleasant Street  
Setbacks Required: 15' front; 15' rear; 15' side  
Setbacks Provided: 15' front; 15' rear; 1.2' side\* (variance granted, see note 1.2)

## **1. General Comments**

- 1.1 The following comments pertain to a 1 sheet subdivision plan titled "Condominium Site Plan Spring Corner Condominium" dated July 16, 2018, prepared by Richard D. Bartlett & Associates, and a 3 sheet building plan set titled "Spring Corner Realty LLC, PB-Subdivision Approval" dated July 17, 2018, prepared by Sheldon Pennoyer Architects.
- 1.2 At the June 6, 2018 meeting, the Zoning Board of Adjustment (ZBA) granted a waiver to Article 28-4-1(h) of the Zoning Ordinance (ZO) to permit a building set back of 1.2' from the northerly

side property line.

- 1.3 As the applicant is proposing a subdivision in a Performance District, approval of a Comprehensive Development Plan is required, per Section 28-9-4(e) (ZO). Per Section 18.07 of the Subdivision Regulations (SDR), where no new lots are proposed, a combined minor subdivision application and CDP can be submitted.

The project proposes to redevelop existing residential and commercial structures that might otherwise remain vacant or underutilized, which is a recommended economic development strategy for downtown Concord as stated in the 2030 Master Plan. Therefore, Staff recommends approval of the Comprehensive Development Plan.

- 1.4 The Engineering Division reviewed the plans and did not have any comments.
- 1.5 The Applicant is responsible for insuring that all plans to be recorded are in compliance with the current standards of the Merrimack County Registry of Deeds.

## **2. Planning Review Comments**

- 2.1 Per Section 12.08(10) (SDR), provide the size and type of all municipal utilities servicing the site.
- 2.2 Per Section 17.03 (SDR), building floor plans shall be provided, including horizontal and vertical dimensions of each unit. The floor plans for each building shall be updated to include dimensions and total square footage for each unit.
- 2.3 The limited common areas for Units 6 and 7 shall be dimensioned, and the common areas (parking, drives, any landscaping, etc.) shall be labelled and shown per Section 17.04 (SDR).
- 2.4 Condominium declaration and by-laws shall be submitted, per Section 17.06 (SDR). Will the residential and commercial condominiums be under the same association and have the same condominium documents? If not, please indicate which entity will be responsible for the maintenance and ownership of the common outdoor areas.
- 2.5 Applicant shall provide additional information regarding the proposed metering of water and sewer services, per Section 17.05.
- 2.6 Provide tabulations of impervious surface coverage and useable land area per Sections 12.08(23)(c) and (d).

## **3. Recommendations**

- 3.1 **Grant Comprehensive Development Plan approval** for the redevelopment and condominium conversion of 2 commercial units at 60-62 Pleasant Street and 5 residential units at 2-10 North Spring Street.
- 3.2 **Grant Minor Subdivision approval** for the condominium conversion at 60-62 Pleasant Street and 2-10 North Spring Street, subject to the following 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. Address Planning Review Comments, noted in Section 2 above, to the satisfaction of the Planning Division.

2. Applicant shall provide digital copies of the condominium documents, including declaration of condominium and by-laws, to be reviewed and approved by the City Solicitor and Clerk of the Board.
3. The Licensed Land Surveyor shall sign and seal final plans and mylars. The floor plans may be signed and stamped by a NH Licensed Architect.
4. The Applicant shall deliver to Planning, two plan sets and one mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.
5. Prior to the final plat being signed by the Planning Board Chair and Clerk, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
6. 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.

Prepared by: BAF

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