



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: Hancock/Bragg Lot Line Adjustment Application (2018-39)  
Property Owners: Mary Louise Hancock Estate and Bragg Family Revocable Trust  
Address: 33 Washington Street and 30 Union Street  
Map/Block/Lot: 47/1/9 and 47/1/8

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

Determine the application complete and open the public hearing.

#### **Project Description:**

The Mary Louise Hancock Estate intends to annex 2,345 sf of land from 33 Washington Street (Map 47, Block 1, Lot 9) to the Bragg Family property at 30 Union Street (Map 47, Block 1, Lot 8), in the Downtown Residential (RD) District. The property at 33 Washington Street is developed with a multi-family residence, and 30 Union Street is developed with a single family residence.

#### **Project Details:**

	<u>Lot 1 (33 Washington St.)</u>	<u>Lot 2 (30 Union St)</u>
Zoning:	RD (Downtown Residential)	RD District
Existing Use:	Multi-Family Residence	Single Family Residence
Required Lot Size:	7,500 sf	7,500 sf
Existing Lot Size:	12,450 sf (0.29 ac)	17,115 sf (0.39 ac)
Proposed Lot Size:	10,105 sf (0.23 ac)	19,460 sf (0.45 ac)
Frontage Required:	75'	75'
Frontage Provided:	91.41' on Washington St. 77.08' on Union St.	77.8'
Setbacks Required:	10' front; 20' rear; 10' side	10' front; 20' rear; 10' side
Setbacks Provided:	10' front; 20' rear; 10' side	10' front; 20' rear; 10' side*

**1. General Comments**

- 1.1 The following comments pertain to a 1-sheet subdivision plan set titled “Lot Line Adjustment, land of Hancock Estate & Bragg, Washington & Union Streets, Concord, New Hampshire” prepared by H.H. Amsden & Sons, dated July 18, 2018.
- 1.2 Please see the Engineering Division comments in a memo dated August 7, 2018.
- 1.4 The applicant has requested the following waivers to the Subdivision Regulations (SDR) based on the nature of the application as a lot line adjustment for existing lots already built upon, exceeding minimum requirements, and no further development is intended. The waivers will properly carry out and not be contrary to the spirit and intent of the regulations. Requiring these features will not enhance this application nor vary the provisions of the Zoning Ordinance or Master Plan. **Staff supports the following waiver requests.**
- 12.08(3) & 15.03(4) Topography, to not provide topography.
  - 12.08(4) Soils, to not provide soils information.
  - 12.08(2) Existing Vegetation, to not show existing vegetation
  - 12.08(23)(d) & 19.05(4) Useable land to not provide useable land rectangle and calculations. Per 19.05(4), useable land is only required for each lot intended for development purposes. The lot line adjustment will not create any additional lots, and no further development is intended.
  - 12.08(22) & 15.03(1) Abutting Properties & 15.03(9) Access & Driveways to not show buildings and driveways on adjacent properties.
  - 12.08(10), 15.03(11)&(13) Municipal Utilities to not show existing water and sewer locations.
  - 15.03(15) Other Utilities to not show other existing non-municipal utilities servicing the site.

**2. Technical Review Comments**

- 2.1 The multiple styles and sizes of fonts makes the plan difficult to read. Staff recommends that consistent, smaller fonts, line weights, and arrow sizes be utilized to improve plan legibility.
- 2.2 The information that is shown in the inset is readable in the overall plan; the inset provides no new information. Staff recommends that the insert plan be eliminated to improve plan legibility.
- 2.3 The lots shall be referred to by lot number and address instead of by name in the plan purpose, tabulations, and within the plan to avoid confusion.
- 2.4 Provide frontage tabulations including existing and proposed in the Zoning Data table.
- 2.5 The property lines to be removed shall be clearly distinguished from all new and remaining property lines, per Section 15.03(2) (SDR). Staff recommends that a different line type be used and the lot line to be extinguished and new lot line be labelled.
- 2.6 Add the type and location of the proposed monumentation to the plan, per Section 15.03(5) (SDR).

- 2.7 The building setbacks shall be dimensioned per Section 12.08(19) and 15.03(8) (SDR).
- 2.8 Abutting property names and addresses across Union and Washington Streets shall be provided.
- 2.9 Add a note to the plan indicating the site is located outside of the Flood Hazard Zone
- 2.10 Add a note to the plan indicating that the City of Concord provides water and sewer services to the site.

### 3. Recommendations

- 3.1 Staff recommends that the Board **grant the following requests for waivers from the Subdivision Regulations**, based on the nature of the application as a lot line adjustment for existing lots already built upon, exceeding minimum requirements, and no further development is intended, 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:

- 12.08(3) & 15.03(4) Topography, to not provide topography.
- 12.08(4) Soils, to not provide soils information.
- 12.08(2) Existing Vegetation, to not show existing vegetation
- 12.08(23)(d) & 19.05(4) Useable land to not provide useable land rectangle and calculations. Per 19.05(4), useable land is only required for each lot intended for development purposes. The lot line adjustment will not create any additional lots, and no further development is intended.
- 12.08(22) & 15.03(1) Abutting Properties & 15.03(9) Access & Driveways to not show buildings and driveways on adjacent properties.

- 3.2 **Grant Minor Subdivision approval** for the lot line adjustment at 33 Washington Street and 30 Union 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 Technical Review Comments, noted in Section 2 above, to the satisfaction of the Planning Division.
2. Address Engineering Division comments in the memo from Bryant Anderson, dated August 3, 2018.
3. Any waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Subdivision Regulations. Should the Board vote to deny the waiver request(s), applicant shall comply with said submission requirement(s).
4. 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.
5. 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: BAF

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**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**Community Development Department**

David Cedarholm, PE  
City Engineer

**MEMORANDUM**

**TO:** Beth Fenstermacher, Assistant City Planner  
**FROM:** Bryant A. Anderson, PE  
**DATE:** August 2, 2018  
**SUBJECT:** Plan Review, Lot Line Adjustment, Hancock Estate & Bragg, Washington Street & Union Street;  
Map 47, Block 1, Lots 8 & 9; (2018-39)

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

- *Lot Line Adjustment Plan*, Hancock Estate & Bragg, Washington & Union Streets, Concord, New Hampshire, prepared by H.H. Amsden & Sons, dated 7/18/2018.

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

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**General Comments**

1. Due to all of the line types being the same, the plan is difficult to decipher. Please change the line types of the different features, such as existing boundary lines, boundary line to be eliminated, new boundary lines, pavement, sidewalks, etc.
2. Can leaders be utilized to indicate the starting and ending points of distances?
3. The plan as submitted and reviewed is not to scale.
4. Within the title block and the plan view, the two subject lots are 47/1/9, not 47/1/19, and 47/1/8, not 47/1/18.
5. All of the abutting lots should include owner's names, addresses, and deed references.
6. The abutter to the south of 47/1/17, 47/1/18, should be included within the plan view.
7. Within the note for the purpose of the plan, Hancock is spelled wrong.

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

Re: Review Comments (2018-39)  
Hancock and Bragg, Washington Street & Union Street  
Date: 8/2/2018

8. The building setback line for 47/1/8 should be adjusted to conform to the new property line.
9. Including a box within the plan view to indicate the inset / detail at a scale of 1" = 10', is adding confusion to an already crowded plan.

**Post-Approval/Pre-Construction Items**

The following items will need to occur prior to the start of construction (unless otherwise noted).

1. The monumentation for the proposed lot lines will need to be set (prior to recording the plan).