



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: Ford – Minor Subdivision Application (2018-37)
Property Owners: David W. & Sandra A. Ford, Joint Revocable Trust
Address: 11 Ormond Street and 47 Prescott Street
Map/Block/Lot: 631Z-33 and 631Z-32

Determination of Completeness:

Determine the application complete and open the public hearing.

Project Description:

The applicant is proposing a lot line adjustment to annex 0.061 acres or 2,656 sf from 11 Ormond Street (Lot 631Z-33) to 47 Prescott Street (Lot 631Z-32).

Project Details:

Existing Lot Area:	Lot 33: 2.023 ac (88,106 sf) Lot 32: 0.264 ac (11,518 sf)
Zoning:	High Density Residential (RH)
Existing Use:	Lot 33: Single Family Residence & Garage Lot 32: Vacant
Required Lot Size:	10,000 sf
Proposed Lot Size:	Lot 33: 1.962 ac (85,455 sf) Lot 32: 0.325 ac (14,171 sf)
Frontage Required:	80'
Frontage Provided:	Lot 33: 191' Lot 32: 124' (Prescott St.), 112' (Ormond St.)
Setbacks Required:	15' front; 25' rear; 10' side
Setbacks Provided:	15' front; 25' rear; 10' side (not indicated)

1. General Comments

- 1.1 The following comments pertain to the 1 sheet plan set titled “Resubdivision Plat Land of David W. & Sandra A. Ford Joint Revocable Trust” dated July 5, 2018.
- 1.2 Please see the memo from Engineering Services dated August 2nd, 2018.

2. Waivers

- 2.1 The applicant has requested the following waivers to the Subdivision Regulations (SDR):
 - **Section 12.05 SDR: Vicinity Plan.** To not provide a vicinity plan on the subdivision plat. The applicant has requested this waiver citing that there is not enough room for both a location plan and a vicinity plan on the plat and that the location plan shows more detail. **Staff does not support this waiver.** The vicinity plan is intended to identify the approximate location of the site within the City, and is necessarily at a larger scale with less detail.
 - **Section 12.08(3) SDR: Topography.** To not provide detailed topographic information for the site. The applicant has requested this waiver due to the fact that there is an existing home and additional structures on Lot 33 and no development is proposed at this time for Lot 32. Based upon these facts **staff supports this waiver request provided that the applicant utilizes existing topographic data from the City GIS database and includes this information on the plan.**
 - **Section 12.08(4) SDR: Soil Types.** To not provide the identification and classification of the extent and type of soils. The applicant has requested this waiver due to the fact that this is a lot line adjustment where no new lots are being created. Based on this fact and the fact that no development is proposed at this time, **staff supports this waiver request.**
 - **Section 12.08(5) SDR: Natural Features.** To not provide detailed wetlands data. The applicant has requested this waiver due to the fact that there is an existing home and additional structures at 11 Ormond Street and no development is proposed at this time for 47 Prescott Street. Based upon these facts **staff supports this waiver request.**

3. Technical Review Comments

- 3.1 Staff recommends minimizing the extent of the location plan and using less space for waivers granted to allow enough room for the vicinity plan.
- 3.2 Provide a note on the plan stating that the two lots are served by municipal water and sewer, in accordance with Section 12.02(3) Appendix B (SDR).
- 3.3 Provide a note on the plan stating “This will be the only plan recorded at the Merrimack County Registry of Deeds and also filed at the City of Concord Planning Division”, in accordance with Section 12.02(3) Appendix B (SDR).
- 3.4 Dimension the yard setbacks for both lots, in accordance with Section 12.08(19) (SDR).
- 3.5 Dimension the existing driveways and curb cuts for Lot 33, in accordance with Section 12.08(8) (SDR).

4. Recommendations

- 4.1 Staff recommends that the Board **vote with respect to the following requests for waivers from**

the Subdivision Regulations, 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:

1) **Grant waivers to the following sections** based on the fact that this project is a lot line adjustment and there is no new construction proposed:

- **Section 12.08(3) SDR: Topography.** To not provide detailed topographic information for the site. The applicant has requested this waiver due to the fact that there is an existing home and additional structures at 11 Ormond Street and no development is proposed at this time for 47 Prescott Street.
- **Section 12.08(4) SDR: Soil Types.** To not provide the identification and classification of the extent and type of soils. The applicant has requested this waiver due to the fact that this is a lot line adjustment where no new lots are being created.
- **Section 12.08(5) SDR: Natural Features.** To not provide detailed wetlands data. The applicant has requested this waiver due to the fact that there is an existing home and additional structures at 11 Ormond Street and no development is proposed at this time for 47 Prescott Street.

2) **Deny the waiver to Section 12.05 SDR** to not provide a vicinity plan on the subdivision plat.

4.2 **Grant Minor Subdivision approval** for the minor subdivision, 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 the Planning Review Comments listed above to the satisfaction of the Planning Division.
- (2) Address Engineering Review Comments dated August 2nd, 2018 to the satisfaction of the Engineering Division.
- (3) List the waivers granted by the Planning Board on the plat.
- (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) 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, one (1) plan set(s) and one (1) mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.

Prepared by: SCD

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

David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Bryant A. Anderson, PE
DATE: August 2, 2018
SUBJECT: Plan Review, David & Sandra Ford, 11 Ormond Street & 47 Prescott Street;
Map 631Z, Lots 32 & 33; (2018-37)

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

- *Resubdivision Plat*, David W. & Sandra A. Ford Joint Revocable Trust, Ormond & Prescott Sts, Concord, NH, prepared by FWS Land Surveying PLLC, dated July 5, 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.**

General Comments

1. Within the title block, the notes, and the plan view, all of the map and lot references need to be modified. For example: Tax Map 631 Block Z Lot 32 should be Tax Map 631Z Lot 32.
2. Within the plan view, not all of the abutter data includes deed references.
3. Within the plan view on the east side of Ormond Street, the property owned by Card Says Moops, LLC should be Map 60Z Lot 11.

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).

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

Re: Review Comments (2018-37)
Ford, 11 Ormond Street & 47 Prescott Street
Date: 1/1/2018

2. The owner should contact the Engineering Services Division to have the final address assigned for Lot 32 once a driveway location is selected.