CITY OF CONCORD

New Hampshire's Main Street™

Community Development Department

Heather Shank
City Planner

Planning Board

December 19, 2018
Project Summary – Minor Subdivision

Project: DEW Crescent Street Properties Condominium Conversion (2018-60)
Property Owners: DEW Crescent Street Properties, LLC
Address: 4 Crescent Street, Penacook
Map/Block/Lot: 543P/ 23

Determination of Completeness:

Determine the application complete and open the public hearing.

Project Description:

The applicant is proposing to convert an existing 14,988 sf commercial building into 2 condominiums with exterior common area and no limited common areas at 4 Crescent Street in the Opportunity Corridor Performance (OCP) District.

Project Details:

Zoning: Civic Performance District (CVP)

Existing Use: Medical Offices

Existing Lot Area: 91,818 sf (2.11 acres)

Existing Building Area: 14,988 sf

Proposed Unit Area   Unit 1: 10,528 sf   Unit 2: 4,460 sf
Proposed Limited Common Area   Unit 1: N/A   Unit 2: N/A

Setbacks Required: 15' front; 15' rear; 15' side
Setbacks Provided: 15' front; 15' rear; 15' side

1.   General Comments

1.1   The following comments pertain to a 1 sheet subdivision plan titled "Condominium Site Plan of the land of DEW Crescent Street Properties, LLC" dated November, 2018, and a 1 sheet floor plan set titled "DEW Crescent Street Properties, LLC Floor Plan", dated December 2018, both prepared by Richard D. Bartlett & Associates.

1.2   See Engineering Division comments in the attached memo.

1.3   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.   Comprehensive Development Plan (CDP)

2.1   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.

2.2   No new development is proposed as part of the condominium subdivision. The proposed use and subdivision conforms to the provisions of the Zoning Ordinance, and adequate provisions have been made for common facilities for each unit and common area. Staff recommends approval of the CDP.

3.   Planning Review Comments

3.1   Per Section 12.08(10) (SDR), provide the size and type of all municipal utilities servicing the site.

3.2   Include total square footage for each unit and total common area square footage on the Condominium Site Plan.

3.3   Per Section 17.03 (SDR), the building floor plans shall include total square footage for each unit and provisions for ingress to and egress from each unit to common areas.

3.4   Per Section 17.04(3), existing water service connections shall be shown.

3.5   Per Sections17.05, the Applicant shall provide additional information regarding the proposed metering of water and sewer services.

3.6   Per Section 15.03(2), provide bearings and distances for all existing property lines.

3.7   Per Section 12.05, the Vicinity Map shall be between 1"=1000' and 1"=2000'. The scale shall be reduced so that streets in the vicinity of the site are distinguishable.

4.   Recommendations

4.1   **Grant Comprehensive Development Plan approval** for the condominium conversion of an existing commercial building into 2 units with common areas at 4 Crescent Street in the OCP District.

4.2   **Grant Minor Subdivision approval** for the condominium conversion at 4 Crescent 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 to the satisfaction of the Planning Division.

    2.   Address Engineering Review Comments to the satisfaction of the Engineering Division.

    3.   Address forthcoming Assessing Review Comments to the satisfaction of the City Assessor.

4. Condominium documents, including declaration of condominium and by-laws, to be reviewed and approved by the City Solicitor, City Assessor, and Clerk of the Board.

5. 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.

6. The Applicant shall deliver to Planning, two plan sets and one mylar(s) of the site plan and floor plans for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.

7. 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.

8. 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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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: December 7, 2018

SUBJECT: Plan Review, Dew Crescent Street Condominium, 4 Crescent Street;
Map 543P, Lot 23; (2018-60)

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

- *Condominium Site Plan,* Dew Crescent Street Properties, LLC, Map 543P, Lot 23, 4 Crescent Street, Concord, NH, prepared by Richard D. Bartlett & Associates, LLC, dated November 2018.

As a supplement to any comments offered by the Planning Division, Engineering offers the following design related comments.

General Comments

1. The exterior property lines of the parcel do not include any boundary data.

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

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