



Heather Shank  
City Planner

# CITY OF CONCORD

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

## Planning Board

May 15, 2019

### Project Summary – Major Site Plan

Project: Pocket Neighborhood (Rollins Court) (2018-32)  
Property Owners: Roman Catholic Bishop of Manchester  
Address: 135 North State Street  
Map/Block/Lot: 60/2/1

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

Determine the application compete and set the public hearing for June 19, 2019. As part of the motion, indicate that the project does not meet the criteria for a Development of Regional Impact (DRI), per RSA 36:55.

#### **Project Description:**

The applicant is requesting Major Site Plan approval for the redevelopment of the St. Peter's church and associated lot to build a three building, ten unit pocket neighborhood (attached dwelling development) and associated drainage, grading, utility, landscaping, and lighting improvements.

#### **Project Details:**

Zoning:	Neighborhood Residential (RN)
Existing Lot Area:	1.73 acres (75,260 sf) 1.21 acres (52,708 sf) <i>post-subdivision</i>
Frontage Required:	80'
Frontage Provided:	380'
Existing Use:	Church and Professional Offices
Proposed Use:	Residential
Lot Coverage Max.:	50%
Lot Coverage Proposed:	48%
Building Setbacks Required:	15' front, 10' side, 25' rear
Building Setbacks Provided:	15' front, 10' side
Parking Spaces Required:	20
Parking Spaces Provided:	24
Surrounding Land Use:	Residential and commercial (professional services)

**1. General Comments**

- 1.1 The following comments pertain to the 10 sheet plan set titled “Rollins Court and Rollins Mansion Condominium” prepared by Wilcox & Barton Inc. dated April 17, 2019; and the 1 sheet landscape plan prepared by Terrain Planning and Design LLC. dated April 17, 2019; and the 4 sheet plan set of architectural drawings prepared by Jordan Design PLLC dated April 15, 2019.
- 1.2 Please see attached Engineering comments from Bryant Anderson, P.E dated May 8, 2019.
- 1.3 Architectural Design Review (ADR) is required for Major Site Plan applications. The Applicant is be scheduled to attend the June 4, 2019 ADR meeting.
- 1.4 The site plan assumes lot line adjustments and access easement. Planning Board approval will be conditioned on submission and approval of a subdivision application and easement documents.
- 1.5 At the May 1, 2019 meeting, the Zoning Board of Adjustment (ZBA) granted the following variances to the Zoning Ordinance (ZO):
  - Article 28-4-5(d)(5), Perimeter Buffer Required, and allow buildings, parking, and internal roadways & drive aisles to be constructed within the 50 foot perimeter buffer (as shown on plans),
  - Article 28-4-5(d)(3), to allow building separations ranging from 8 feet +/- to 17 feet +/- where building separations of 40 feet are required,
  - Article 28-7-7(e), Minimum Aisle Widths, and Section (f), Driveway Widths, to allow driveways and drive aisles used for 2-way traffic to be no less than 15 feet in width (as shown on plans) where 24 feet is width is required for 2-way traffic,
  - Article 28-4-1(h), Table of Dimensional Regulations, to allow a maximum lot coverage of 63% where a maximum lot coverage of 50% is allowed,
  - Article 28-5-3, to allow a detached accessory structure (carriage house) to be converted to residential units in conjunction with the principal structure (aka Rollins Mansion).

**2. Technical Review Comments**

- 2.1 Regardless of the variance granted to allow 15’ wide drive aisle, fire code dictates that the drive aisles be paved and a minimum of 18’. The drive aisles that serve units 1, 2, 7, and 8 shall be increased to 18’ wide.

Additionally, no drive aisles may be within 5’ of a property line, in accordance with 28-7-7(g)(2) of the Zoning Ordinance and the City’s Construction Standards.
- 2.2 A snow removal plan, ensuring the maintenance of the 18’ drive aisles, shall be noted on the plan and incorporated into the condominium documents for review by staff.
- 2.3 Given the width and proximity to the roundabout, staff recommends that the 18’ wide North State Street driveway be exit-only and identified as such on the plans.
- 2.4 No parking shall be allowed in driveways and this shall be noted on the plan.
- 2.5 Any variances granted by the ZBA shall be fully noted on the plan, in accordance with Section 13.01(5) (SPR).
- 2.6 Provide ownership information for the abutter at 22 Franklin Street on the Site Plan, in accordance with Section 12.03 Appendix B (SPR).
- 2.7 Replace the Planning Board Approval Block a the Cover Sheet and Site Plan with the block provided below:



### **3. Existing Conditions Plan**

- 3.1 The book and page numbers for easement listing number one under Easements of Record should be updated to V. 3011 P. 1597. In the same note, the owner of 125 North State Street should be updated to state “125 NSS LLC” instead of the “University System of New Hampshire”.
- 3.2 The RN/RD zoning district line shall be shown down the North State Street center line, in accordance with Section 15.03(24) (SPR).
- 3.3 The width of the existing driveway onto Church Street shall be dimensioned, in accordance with Section 15.03(8) (SPR).

### **4. Site Plan**

- 4.1 The following standard notes shall be provided on the site plan, in accordance with Section 12.03 Appendix B (SPR):
  - (1) Area of the subject parcel(s)
  - (2) The zoning designation of the parcel and associated minimum area, frontage, and setback requirements
  - (3) The source of sanitary sewer and potable water supply
- 4.2 Provide the bearings and dimensions of the property lines, in accordance with Section 15.04(1) (SPR).
- 4.3 Add the RN/RD zoning district boundary to the North State Street center line, in accordance with Section 15.04(23) (SPR).
- 4.4 Identify and dimension the private yard areas for each dwelling unit, in accordance with Article 28-4-5(d)(4) of the Zoning Ordinance (ZO).
- 4.5 Provide the following tabulations, in accordance with Section 15.04(28)
  - (1) Gross area
  - (2) Ground coverage of building and structures in square feet and percent
  - (3) Impervious surface coverage, existing and proposed, in square feet and percent
  - (4) Total number of dwelling units, and total number of bedrooms
  - (5) Calculations of required parking and loading areas
- 4.6 Provide the size and dimensions of the proposed buildings, in accordance with Section 15.04(10) (SPR).
- 4.7 Delineate all proposed easements on the Site and/or Grading and Drainage Plans, in accordance with Section 15.04(12) (SPR)

**5. Landscape Plan**

- 5.1 Provide, in tabulation, planting details including caliper size, common and botanical names, and planting specifications, in accordance with Section 16.02(15) (SPR).
- 5.2 Provide tabulations for required tree calculations, in accordance with Section 16.02(15) (SPR).

Prepared by: SCD

*S:\Plan\Development Review\Project Files\2018\2018-32\_RollinsCourt\_SPR\May 2019\Reports & Letters*



**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:** May 8, 2019  
**SUBJECT:** Plan Review, Pocket Neighborhood (revised), 135 North State Street;  
Map 60, Block 2, Lot 1; (2019-32)

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

- *Site Plans*, Rollins Court and Rollins Mansion Condominium, 135 North State Street, Concord, NH, prepared by Wilcox & Barton, Inc., dated April 17, 2019.
- *Stormwater Management Plan*, Rollins Court and Rollins Mansion Condominium, 135 North State Street, Concord, NH, prepared by Wilcox & Barton, Inc., dated April 17, 2019.

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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**SitePlans**

**Cover Sheet**

1. Rollins Court should not be used as a development name. There is already a Rollins Street within the City, and this could create confusion for emergency responders. In addition, the City has a Rollins Park.

**Demolition Plan**

2. The existing conditions information is faded and hard to see on the plan. This comment applies to all of the plan sheets in the plan set.

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

## Site Plan

3. The development has been assigned the following addresses:

<u>Site Plan Label</u>	<u>Address</u>
U1	131 North State Street, Unit 1
U2	131 North State Street, Unit 2
U3	133 North State Street, Unit 3
U4	133 North State Street, Unit 4
U5	133 North State Street, Unit 5
U6	133 North State Street, Unit 6
U7	133 North State Street, Unit 7
U8	133 North State Street, Unit 8
U1 (Rollins Mansion)	135 North State Street, Unit 1
U2 (Rollins Mansion)	135 North State Street, Unit 2
U3 (Carriage House)	15 Church Street, Unit 1
U4 (Carriage House)	15 Church Street, Unit 2

The title block and cover sheet should be revised to reference 131, 133, and 135 North State Street; and 15 Church Street. In addition, the addresses need to be clearly shown within the plan view on the Site Plan.

4. The northern driveway on North State Street needs to be exit only. "Do Not Enter" signs need to be specified.
5. The minimum driveway/access aisle width needs to be increased to 18 ft. (min., paved) to accommodate fire/emergency vehicles.
6. The edge of pavement areas, where curbing is not proposed, should be labeled on the plans.
7. Dimensions should be provided between the garage faces and the opposite pavement edge to demonstrate that a min. of 24 ft. is provided.
8. The curb radii at the driveway entrances should be labeled on the plans.
9. The limits of the sidewalk tip downs at the new driveways should be shown on the plans.
10. The sidewalk tip downs at the Church Street driveway should be replaced with new ones that meet ADA slope requirements as part of this project. In addition, the limits of the new driveway apron and revised ramps should be shown on the plans.
11. The sawcut lines should be shown on the plans.

12. Information should be provided on the plans on how the drive aisles will be kept clear so that they can be accessed by emergency vehicles.
13. The plan should specify which of the existing street signs will need to be relocated for the driveways and where they are proposed to be relocated to.

### **Grading & Drainage Plan**

14. Detailed spot grades should be provided at all of the driveways to ensure that the cross slope of the sidewalk crossing will meet ADA requirements and that the gutter line of the street will be maintained. Driveway grading should be provided based on the applicable City details.
15. The proposed 285 contour should be shown at the Church Street driveway. In addition, it appears that the 286 contour should be revised so that a uniform grade can be provided in this area.
16. The grades in the vicinity of the 284 contour at the northern North State Street driveway should be reviewed.

### **Utility Plan**

17. The sewer cleanouts for the units should be located closer to the building walls.
18. The existing drainage connection to the municipal drainage system should be labeled as existing. In addition it should be video inspected during construction to confirm that it is suitable for reuse.
19. Underground utilities (UGU) are not show to building U3.
20. Separate layouts should be provided for underground electric and for telephone/CATV. As shown that all appear to be designated as UGU and originate at what appears to be a transformer. Separate pedestals will likely be required for both telephone and CATV and their locations should be shown on the plans. Engineering recommends that the utility companies be consulted so that they can review the proposed layout to make sure it is adequate to serve the development and the size of the transformer pad.
21. The water service connection should be shown perpendicular to the water main in the street.
22. A sewer profile needs to be provided.
23. Rim information needs to be provided in the Sewer Schedule.
24. A profile needs to be provided for the 4" water main.

### **Construction Details**

25. The Asphalt Sidewalk Section should specify 3" of bituminous concrete pavement (1.5" binder, 1.5" wearing).

26. The Pavement Section should specify a 1.5" binder course and a 1.5" wearing course instead of 2" and 1".

### **Landscape Plan**

27. The tree in the planting bed at the intersection of the walkways between U2 and U5 conflicts with the proposed sewer and drain lines.

### **Building Plans & Elevations**

28. It appears that steps will be required at the entrances to each unit based on the elevations and the floor elevations shown on the plans. If needed, they should be shown on the site plans.

### **Stormwater Management Plan**

29. In accordance with Section 22.07 of the Site Plans the stormwater management system and/or design calculations need to include the following:

- a. Calculations for the 100 year design storm.
- b. Stormwater pre-treatment/treatment needs to be provided for the first 1 in. of runoff from the total impervious area.

30. The 2 year discharge volume listed for the proposed condition in the Summary of Results table does not match the volume in the calculation sheets.

31. Based on the drainage calculations the soils are HSG A (well drained). As such, the drainage system should include infiltration of all or part of the site generated runoff in accordance with Section 22.03(2) of the Site Plans Regulations.

32. Tailwater elevations should be included for each storm for DMH 8 based on the approximate hydraulic grade line in the North State Street drainage system.

33. A Stormwater Maintenance and Operation Plan needs to be provided for the project in accordance with Section 22.05 of the Site Plan Regulations.

### **State/Federal Permits**

The project will require the following state and/or federal permit(s) associated with the site design:

- EPA Construction General Permit – Notice of Intent
- NHDES Sewer Connection Permit

A copy of the permit(s) should be submitted to the City once they are issued.



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

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

1. The applicant/contractor shall set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc.
2. The following permit(s) will need to be obtained from the Engineering Services Division:
  - a. Driveway Permit
  - b. Excavation Permit (for work within the ROW)
  - c. Utility Connection Permits (sewer and water services)
3. The contractor shall submit a Temporary Traffic Control Plan (TTCP) for all work in and adjacent to the City ROW that will require lane closures or occur adjacent to the edge of road. (submit to Engineering for review and approval a minimum of two weeks prior to the pre-construction meeting)
4. Performance surety (bond, letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at \$8,000 based on a 2 ac disturbance area. (establish surety prior to pre-construction meeting)
5. Performance surety (bond, letter of credit, or cash deposit) for work within the right-of-way. An engineer's cost estimate, based on the current NHDOT weighted average unit prices, should be submitted a min. of two weeks prior to the pre-construction meeting. (establish surety prior to pre-construction meeting)
6. Advanced deposit for site construction inspection fees (initial deposit amount determined by Engineering based on the project schedule and estimated services, final inspection fee to be adjusted based on actual services rendered). A project schedule should be submitted a min. of two weeks prior to the pre-construction meeting for use in establishing the deposit amount. (submit deposit a min. of three days prior to pre-construction meeting)
7. Water and Sewer Investment Fees will need to be paid (as part of the utility connection permit process).
8. Shop drawings/submittals should be submitted to Engineering for the proposed water, sewer, and drainage improvements.