



Heather Shank  
City Planner

# CITY OF CONCORD

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

## Planning Board

June 19, 2019

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

Project: Rollins Court – Minor Subdivision Application (2019-30)  
Property Owner: Roman Catholic Bishop of Manchester  
Address: 135 North State Street  
Map/Block/Lot: 60/2/1

### **Determination of Completeness:**

Determine the application complete and open the public hearing. 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 proposing a 2 lot subdivision at 135 North State Street in the Neighborhood Residential (RN) District. This application is in conjunction with a Major Site Plan application, reviewed in a separate memo, for an attached residential dwelling development on the site of the recently demolished St. Peter's church.

### **Project Details:**

Zoning:	Neighborhood Residential (RN)
Existing Use:	Place of worship, professional offices
Proposed Use:	Residential
Existing Lot Area:	1.73 ac (75,260 sf)
Required Lot Size:	10,000 sf
Proposed Lot Size:	Lot 1: 1.21 ac (52,860 sf) Lot 2: 0.52 ac (22,400 sf)
Frontage Required:	80'
Frontage Provided:	Lot 1: 182' Lot 2: 358'
Setbacks Required:	15' front; 25' rear; 10' side
Setbacks Provided:	15' front; 25' rear; 10' side

**1. General Comments**

- 1.1 The following comments pertain to the 2 sheet plan set titled “Subdivision Plat of Land of The Roman Catholic Bishop of Manchester” dated April 15, 2019.
- 1.2 Please see the comments from the Engineering Division under a separate memo.
- 1.3 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 The final plat shall be prepared, signed and stamped by a NH Licensed Land Surveyor, in accordance with Section 15.02(1) of the Subdivision Regulations (SDR).
- 2.2 Provide tabulations for existing and proposed impervious surfaces, in accordance with Section 15.03(23) (SDR).
- 2.3 Provide a note stating that the lots are served by municipal sewer and water, in accordance with Section 12.02(3) Appendix B (SDR).
- 2.4 Within the plan view, the abutting lot labeled as 59-2-11 and owned by Holli H. Siff, should be Map 59, Block 2, Lot 12.
- 2.5 Within the plan view, the abutting lot labeled as 60-2-14 and owned by William A. Champney and Melissa Bernardin, should list Ms. Bernardin as the sole owner.

**3. Subdivision Plat**

- 3.1 Dimension all existing and proposed driveways, curb cuts, and parking lots, in accordance with Section 12.08(8) (SDR).
- 3.3 Provide a note listing the variances granted by the Zoning Board of Adjustments, in accordance with Section 12.02(3) – Appendix B (SDR).

**4. Recommendations**

- 4.1 **Grant Minor Subdivision approval** for the minor subdivision at 135 North State Street, 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 Review Comments, noted above, to the satisfaction of the Planning Division.

- (2) Address Review Comments from Bryant Anderson, P.E., to the satisfaction of the Engineering Division.
- (3) 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.
- (4) The Licensed Land Surveyor shall sign and seal final plans and mylars.
- (5) 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.
- (6) 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.
- (7) All pertinent variances granted are to be noted and fully described on the plan including date granted and applicable section numbers of the Subdivision Regulations and Zoning Ordinance.

Prepared by: SCD

*S:\Plan\Development Review\Project Files\2019\2019-30\_Rollins\_Court\Reports & Letters*



**CITY OF CONCORD**  
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David Cedarholm, PE  
City Engineer

**MEMORANDUM**

**TO:** Sam Durfee, Senior Planner  
**FROM:** Bryant A. Anderson, PE  
**DATE:** June 10, 2019  
**SUBJECT:** Plan Review, Roman Catholic Bishop of Manchester, 135 North State Street;  
Map 60, Block 2, Lot 1; (2019-30)

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

- *Subdivision Plat*, Land of the Roman Catholic Bishop of Manchester, Map 60, Block 2, Lot 1, 135 N. State Street, Concord, NH, prepared by Richard D. Bartlett & Associates, LLC, dated April 15, 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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**General Comments**

1. Within the plan view, the abutting lot labeled as Map 59, Block 2, Lot 11, owned by Holli H. Siff, should be Map 59, Block 2, Lot 12.
2. Within the plan view, the owner's name of State Street Properties, LLC for Map 59, Block 2, Lot 10, is obscured by the granite retaining wall note.
3. The lot having an area of 52,860 SF will have an address of 131 North State Street. The lot having an area 22,400 SF will have two addresses: St. Peter's Rectory will have an address of 135 North State Street and the carriage house will have an address of 15 Church Street. Please add this info to the plan view within the lots and buildings.
4. A copy of the proposed access easement should be submitted for review.

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

Re: Review Comments (2019-30)  
Subdivision, 135 North State Street  
Date: 6/10/2019

### **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).