



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

June 19, 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 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 requesting Major Site Plan approval for the redevelopment of the land of the former St. Peter's church to build a four building, eight unit pocket neighborhood (attached dwelling development) and associated drainage, grading, utility, and landscaping, improvements and the improvement of the parking area of the Mansion/Carriage House portion of the lot.

Project Details:

Zoning: Neighborhood Residential (RN)

Existing Lot Area: 1.73 ac (75,260 sf)
1.21 ac (52,708 sf) *post-subdivision*

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, 25' rear *not dimensioned*

Parking Spaces Required: 20
Parking Spaces Provided: 24

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 June 10, 2019.
- 1.3 Architectural Design Review (ADR) is required for Major Site Plan applications. The Applicant attended the June 4th meeting of ADR where ADR voted to approve the design as submitted and requested that the Applicant return to ADR with samples of all building and architectural materials proposed including fencing, pavers, siding, and proposed colors.
- 1.4 The site plan assumes a subdivision 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,
- 1.6 At the June 13, 2018 meeting, the ZBA granted a variance to Article 28-7-7(g)(1), Parking Restrictions in the Required Front Yard, to permit parking within the required front yard within the Church Street frontage where parking is not permitted.

2. Waiver Request

- 2.1 The Applicant has requested a waiver from Section 22.07(2) Stormwater Recharge (ZO) to allow three feet of separation between the bottom of an infiltration practice and groundwater where a minimum of four feet is required.

The Applicant states that the site is designed to infiltrate a significant amount of stormwater runoff from the cottage roofs in stone drip edge. Test pits performed on the site showed estimated seasonal high groundwater 3.5 feet below grade. The stone drip edges are 6-inches deep.

Given the Applicant is designing to infiltrate roof runoff – reducing overall site runoff into the stressed local drainage system, and the stone drip edges will serve the purposes of stormwater treatment and groundwater recharge, and the site’s soils are well-drain and are ideal for infiltration, **staff supports this this waiver.**

3. Technical Review Comments

- 3.1 A snow removal plan, ensuring the maintenance of the 18 foot wide drive aisles, shall be noted on the plan and incorporated into the condominium documents for review by staff.

- 3.2 On the Existing Conditions Plan, the easement with book and page numbers V. 3011 P. 1597 listed as number one under Easements of Record should be removed as the easement was terminated once 125 NSS LLC acquired the property.
- 3.3 On the Site Plan, 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).
- 3.4 Dimension the 25' rear setback that will be created once the property is subdivided.

4. Landscape Plan

- 4.1 Proposed trees shall be selected to encourage biodiversity. No more than twenty five (25%) percent of trees to be planted shall be of the same species, in accordance with Section 27.07(4) (SPR).

5. Recommendations

- 5.1 **Grant Architectural Design Review approval** for the redevelopment of the land of the former St. Peter's church to build a four building, eight unit pocket neighborhood and associated site improvements at 135 North State Street on the condition that the Applicant return to ADR with samples of all building and architectural materials proposed including fencing, pavers, siding, and proposed colors.
- 5.2 **Grant the Waiver** from Section 22.07(2) (SPR) to allow 3 feet of separation between the bottom of the infiltration and the groundwater, utilizing the criteria from RSA 674:36(II)(N)(2) as guidance, staff believes that strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the regulations.
- 5.3 **Grant Major Site Plan** approval for the proposed redevelopment at 135 North State Street to build a four building, eight unit pocket neighborhood and associated site improvements subject to the following precedent and subsequent conditions noted below:
 - (a) Precedent Conditions – to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and issuance of any building permits, or the commencement of site construction, unless otherwise specified:
 - (1) Address Technical Review and Landscape comments to the satisfaction of the Planning Division.
 - (2) Address Engineering review comments to the satisfaction of the Engineering Division.
 - (3) The minor subdivision shall be recorded at the Merrimack County Registry of Deeds.
 - (4) Waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Site Plan Regulations. Should the Board vote to deny the waiver(s), the applicant shall comply with said submission requirement(s).
 - (5) Conditional Use Permit(s) granted are to be noted and fully described on the plan including date granted and applicable Article number(s) of the Zoning Ordinance. Should the Board vote to deny the Conditional Use Permit(s), the applicant shall comply with said submission requirement(s).
 - (6) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.
 - (b) Subsequent Conditions – to be fulfilled as specified:
 - (1) Prior to commencement of construction activity, payment of inspection fees in an amount approved by the City Engineer shall be made.

- (2) A pre-construction meeting shall be required prior to the start of any construction activities onsite. The applicant shall pick up one (1) set of signed plans at the Planning Office to make copies for the pre-construction meeting. A total of five (5) copies of the signed plan set shall be provided by the applicant at the pre-construction meeting.
- (3) Prior to a Certificate of Occupancy or final construction sign-off, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.
- (4) Prior to the issuance of a Certificate of Occupancy or final construction sign-off, 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 12.08 of the Site Plan Review Regulations and all information shall be converted to a vertical datum of NAVD 88.

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: June 10, 2019
SUBJECT: Plan Review (2), Pocket Neighborhood (revised), 135 North State Street;
Map 60, Block 2, Lot 1; (2018-32)

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 (revised thru 6/4/19).
- *Stormwater Management Plan*, Rollins Court and Rollins Mansion Condominium, 135 North State Street, Concord, NH, prepared by Wilcox & Barton, Inc., dated April 17, 2019 (rev thru 6/4/19).
- *Comment Response Letter*, Erin Lambert (Wilcox & Barton) to the Planning Board, dated June 5, 2019.
- *Waiver Request Letter*, Erin Lambert (Wilcox & Barton) to the Planning Board, dated June 5, 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.**

Note: Engineering has previously reviewed this project and has submitted comments to the Planning Division in a memorandum dated May 8, 2019. Comments from our previous memorandum that have not been addressed are included and noted in the comments below.

Site Plans

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

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engineering@concordnh.gov

addition, the City has a Rollins Park. ***(Repeat comment from 5/8/2019)*** The applicant has stated that the name “Rollins Court” is only being used as an internal/legal name for the project and will not be used for public identification purposes. However, all references to “Rollins Court” need to be removed from the Site Plans as these plans will be part of the public record for the project and may be referred back to in the future.

Site Plan

2. A second “Do Not Enter” sign should be provided on the north side of the northern driveway and both signs should be moved to just behind the ROW line.
3. The minimum driveway/access aisle width needs to be increased to 18 ft. (min., paved) to accommodate fire/emergency vehicles. ***(Repeat comment from 5/8/2019)*** This applies to both the southern driveway (Units 1 and 2) and for the drive leading to Units 6-8). Please note, 15 ft of pavement and 3 ft of gravel is not acceptable.
4. Limits of sidewalk reconstruction should be shown on the plans based on the proposed grading.
5. 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. ***(Repeat comment from 5/8/2019)***

Grading & Drainage Plan

6. Additional grading information and spot grades should be provided at the southern driveway to North State Street.

Utility Plan

7. 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. ***(Repeat comment from 5/8/2019)*** A callout should be added to the plan stating this information.
8. The proposed underground utilities behind the Carriage House conflict with the existing sewer service for this building.
9. If the Carriage House is intended to have water service the location should be shown on the plan.

Utility Profiles

10. A minimum separation of 18 in. should be provided at sewer/water crossings.

Landscape Plan

11. The tree in the planting bed at the intersection of the walkways between U2 and U5 conflicts with the proposed sewer and drain lines. ***(Repeat comment from 5/8/2019)***

Stormwater Management Plan

12. A Stormwater Maintenance and Operation Plan needs to be provided for the project in accordance with Section 22.05 of the Site Plan Regulations. ***(Repeat comment from 5/8/2019)***
13. The base information is faint or is not visible on the drainage figures.
14. The drainage area maps do not appear to match the subcatchment areas shown in the HydroCAD printouts. Specifically, the following drainage areas are not shown on the maps: 20F2, EX2, 20F1, and EX 1.

General Comments

15. The applicant has requested a waiver from Section 22.07(2) of the Site Plan Regulations to allow the depth to groundwater for infiltration to be reduced to 3 ft. Engineering takes no exception to this request.

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)

Re: Review Comments (2018-32)
Pocket Neighborhood-Rev, 135 North State Street
Date: 6/10/2019

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.