



Heather Shank  
City Planner

# CITY OF CONCORD

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

## Planning Board

July 17, 2019  
Project Summary – Minor Site Plan

Project: Monahan Minor Site Plan Application (2019-40)  
Property Owners: Sean Monahan  
Address: 28 Eastman Street  
Map/Block/Lot: 481Z/16

### **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 proposes to convert the existing two-family dwelling to a three-family through the renovation of the second floor for the existing barn, along with the construction of a new parking for 28 Eastman Street in the Residential Neighborhood District.

### **Project Details:**

Zoning:	RN (Neighborhood Residential District)
Existing Use:	Two-Family Residence
Proposed Use:	Three-Family Residence
Required Lot Size:	10,000 sf
Existing Lot Size:	20,995 sf (0.48 ac)
Frontage Required:	80'
Frontage Provided:	Eastman Street: 85.75' Carpenter Street: 290.84'
Setbacks Required:	15' front; 25' rear; 10' side
Setbacks Provided:	7' front (existing non-conformity); N/A rear (corner lot); 10' side
Maximum Lot Coverage:	50%
Proposed Lot Coverage:	23.1%

## **1. General Comments**

- 1.1 The following comments pertain to a 1-sheet existing conditions plat titled “Existing Conditions Plat of the Land of Sean Monahan” prepared by Richard D. Bartlett and Associates, LLC, dated April 16, 2019, and a 1-sheet minor site plan set titled “Site Plan prepared for Sean Monahan” prepared by RJB Engineering, LLC, dated April 16, 2019.
- 1.2 Please see the Engineering Division comments in a separate 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. Conditional Use Permits**

- 2.1 The applicant has requested the following Conditional Use Permits:
  - a) Article 28-7-11(b) – Construction of Fewer Parking Space; in order to construct a parking area for four cars where space for six is required. The applicant states that at present, one tenant does not have a car and the other tenant has only one car and the owner will park in the existing garage. There is room to expand parking in the future if necessary. Given the applicant is proposing 4 parking spaces with an existing garage space for 3 units and Carpenter St is a dead end with allowable street parking, **staff supports this CUP.**
  - b) Article 28-7-11(g) – Reduction of Drive Width; the applicant wishes to reduce the entrance to the new parking area to 18’ since the parking area is only proposed for four cars and is on a quiet, dead-end street. Given this and the fact that emergency vehicle would not likely use the driveway for access, **staff supports this CUP.**

## **3. Technical Review Comments**

- 3.1 On the Location Plan, identify Merrill Park and the Episcopal Church, in accordance with Section 12.04(6) of the Site Plan Regulations (SPR).
- 3.2 On the Vicinity Plan, identify the Merrimack River, Mill Brook, and Merrill Park, in accordance with Section 12.05(2) (SPR).
- 3.3 On the Existing Conditions Plan, dimension the existing curb cuts and the number of existing parking spaces, in accordance with Section 15.03(8) (SPR).
- 3.4 On the Site Plan, identify the size and location of the existing sewer and water mains and service connections, in accordance with Sections 15.04(13) & (17). The sizes of sewer mains have already been identified.
- 3.5 On the Site Plan, show the buildout of the required 6 parking spaces and label the 2 which are being requested not to be constructed via the CUP application.
- 3.6 The applicant should consult with the Concord Fire Department as a fire suppression system for the building may be required.

## **4. Recommendations**

- 4.1 **Grant the Conditional Use Permits** to Article 28-7-11(b) – Construction of Fewer Parking Spaces, and Article 28-7-11(g) Reduction in Drive Width for the reasons stated above.

4.2 **Grant Minor Site Plan approval** for the Minor Site Plan at 28 Eastman 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:

a) **Precedent Conditions** – to be fulfilled within one (1) year and prior to issuance of any building permits, or the commencement of site construction, unless otherwise specified:

- (1) Address Technical Review Comments, noted in Section 2 above, to the satisfaction of the Planning Division.
- (2) Address Engineering Division comments in the memo from Bryant Anderson.
- (3) Any waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Subdivision Regulations. Should the Board vote to deny the waiver request(s), applicant shall comply with said submission requirement(s).
- (4) Any CUP(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Subdivision Regulations. Should the Board vote to deny the CUP request(s), applicant shall comply with said submission requirement(s).
- (5) A Professional Engineer shall sign and seal final plans.
- (6) A New Hampshire Licensed Land Surveyor will sign and seal the Existing Conditions Plan.
- (7) Submit 3 sets of final plans to be signed by the Clerk and Chair of the Planning Board, prior to issuance of any permits or commencement of construction activities.

b) **Subsequent Conditions** – to be fulfilled as specified:

- (1) Prior to commencement of construction activity, payment of any required 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 if requested by the City Engineer.
- (3) 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**  
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**Community Development Department**

David Cedarholm, PE  
City Engineer

**MEMORANDUM**

**TO:** Sam Durfee, Senior Planner  
**FROM:** Bryant A. Anderson, PE  
**DATE:** June 29, 2019  
**SUBJECT:** Plan Review, 2-3 Unit Conversion, Monahan, 28 Eastman Street;  
Map 48Z, Lot 16 (2019-40)

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

- *Existing Conditions Plat*, Sean Monahan, Map 481Z, Lot 16, 28 Eastman Street, Concord, NH, prepared by Richard D. Bartlett & Associates, LLC, dated April 16, 2019.
- *Site Plan*, Sean Monahan, Map 481Z, Lot 16, 28 Eastman Street, Concord, NH, prepared by Richard D. Bartlett & Associates, LLC, dated April 16, 2019.
- *Drainage Report*, Sean Monahan, Tax Map 481Z, Lot 16, 28 Eastman Street, Concord, NH, prepared by RJB Engineering, LLC, dated May 28, 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. It is Engineering's understanding that the Applicant has requested a waiver from Section 12.07 of the Site Plan Regulations to remove the requirement to have a Wetland Scientist perform wetland delineations for the property. Engineering takes no exception to this request.
2. The applicant has requested a CUP (Article 28-7-11(b), Zoning Ordinance) to construct fewer parking spaces than what is required. Engineering does not support this CUP because of the potential for turnover in rental units.
3. The applicant has requested a CUP (Article 28-7-11(g), Zoning Ordinance) to reduce the driveway entrance width to 18 ft. Carpenter Street is a very low volume dead-end road

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[engineering@concordnh.gov](mailto:engineering@concordnh.gov)

and emergency vehicles would not likely use the parking lot for access. As such, Engineering takes no exception to the requested CUP.

4. The conversion from 2 units to 3 units may require that a fire suppression system be installed. The applicant should contact the Fire Department and/or Code Administration to discuss applicable requirements.
5. The text thickness for the Typical Parking Lot Section and the proposed improvements callouts should be reduced or the text size increased to increase legibility.
6. Currently, the first floor of the residence has the address of 28 Eastman Street, Unit A, and the second floor has the address of 28 Eastman Street, Unit B. The proposed address for the second floor of the barn, which is to be renovated per Note 1, will have the address of 28 Eastman Street, Unit C. This information should be added to the plan view.

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

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

7. 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) – if larger water service is needed.
  - c. Utility Connection Permits (water service upgrades/connection) – if larger water service is needed.
8. Water and Sewer Investment Fees will need to be paid (as part of the utility connection permit process) – if a larger water meter is requested.