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City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

August 21, 2019

Project Summary – Major Site Plan and Cluster Subdivision

Project: Glen Ellen Phase 2 Cluster Subdivision (2019-44 and -45)
Property Owner: Strategic Contracting Company, LLC
Address: Hoit Road
Map/Block/Lot: Tax Map 7Z; Lot 48

Determination of Completeness:

Determine this application and set the public hearing for September 18, 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 and Major Subdivision approval to create a 13 single family detached condominium cluster subdivision on Hoit Road in the Open Space Residential (RO) District.

Project Details:

Zoning: RO - Residential Open Space District

Existing Use: Undeveloped Vacant Land
Proposed Use: Residential Cluster Subdivision

Existing Lot Area: 100.78 acres (4,388,534 sf)
Min. Tract Area Required: 4.00 ac* (see Comment 1.1)

1. Background

- 1.1 This application is for Phase II of a previously approved cluster subdivision that was approved in 2008 and expired in May 2016. The land is under new ownership, and minor revisions to the previous plan are proposed. The lot was created in 2012, to meet all of the minimum dimensional requirements, including frontage, open space, buffers, setbacks, and buildable and useable area requirements. That information is provided on the plan that was recorded in October 2012. The purpose of this application is to record the condominium subdivision plan for the 13 single family units, and to renew the site plan approvals for construction.
- Phase I was approved for the subdivision of 5 single family resident frontage lots, and was completed in 2012.
 - Per Section 28-4-7(1), the Conservation Easement was recorded in October 2012 at the time of the recording of Phase I to meet the open space requirements for the entire development.
 - Phase II was approved for the construction of 13 detached single family condominium units

and a private drive, and expired in May 2016.

- Phase III was approved for the construction of 17 detached single family condominium units and private drive, and expired in May 2018.
- The project has received State of NH Subdivision Approval, which does not expire.

2. General Comments

- 2.1 The following comments pertain to a 22 sheet plan set titled “Glen Ellen – Phase II Major Residential Subdivision Plan” prepared for Links Realty Trust, prepared by The Dubay Group, Inc., dated July 17, 2019.
- 2.2 Please see the attached Engineering comments in a memo from Bryant Anderson, dated August 8, 2019.
- 2.3 Architectural Design Review (ADR) is required for the Major Site Plan application. The Applicant is scheduled to go before the ADR Committee at their September 3, 2019 meeting.

3. Technical Review Comments

- 3.1 The correct nomenclature for lot referencing is Map 07Z Lot ## (there are no blocks, just map and lot numbers). Please revise for all lots on all plans, title blocks, and notes.
- 3.2 It is our understanding that the conservation easement area will not be subdivided to create a new lot. Please update all sheets with the correct lot references.
- 3.3 On Sheet 2, Existing Conditions Plan, show the existing conservation easement area, including metes and bounds for the entire easement area. In addition, revise the notes as follows:
 - Note 6, add the current wetlands certification information, including the wetland scientist name, and date of the certification
 - Note 8, revise “Town” to “City”. In this note, the dimensions should instead reference the cluster requirements, per Section 28-4-7 (e)(1), (2), and (3)
- 3.4 Please provide the Shoreland Protection district boundaries on the plans.
- 3.5 Per Section 16.03(21) of the Subdivision Regulations (SDR) provide an overview plan that shows the Phasing boundaries, per Section 16.03(21). In addition, please provide a call-out for the area of focus for the site plan drawings.
- 3.6 Please provide a Phasing timeline for the completion of Phase II and the anticipated timeline for Phase III. In addition, provide anticipated phasing of Certificates of Occupancy (CO) for units within Phase II. For example, the City will require that the road and mailboxes to be completed prior to the issuance of the first Certificate of Occupancy. Provide information at which CO the landscaping and any other site improvements will be completed.
- 3.7 The Condominium Plan shall be recorded at the Merrimack County Registry of Deeds (MCRD). The Applicant is responsible for insuring that all plans to be recorded are in compliance with the current standards of the MCRD.
- 3.8 Per Section 17.02 SDR the Applicant shall provide copies of the condominium declaration and by-laws for review by the City Solicitor prior to final approval.
- 3.9 Per Section 16.03(20), provide calculations for the required open space calculations.
- 3.10 Per Section 12.03, the Landscape Plan shall be prepared and stamped by a NH Licensed Landscape Architect.

- 3.11 On Sheet 12, revise all of the planting details to meet the requirements of the City of Concord standard details, which require that the burlap, rope, and wire be removed completely prior to planting.
- 3.12 Please provide additional information about solid waste removal. Will a centralized trash/recycling area be provided? If so, please provide a location and details for the dumpster pad and required screening.
- 3.13 Staff recommends that the applicant consider providing a sidewalk on at least one side of the street for safe pedestrian access throughout the development.

4. Conditional Use Permit (CUP)

- 4.1 The Applicant has requested a CUP per Section 28-4-3(d) of the ZO for the Disturbance to a Wetland Buffer. The proposed layout will disturb approximately 2,000 sf of the buffer, for site grading and stormwater improvements. The Applicant asserts that wetland buffer impacts are required to treat the stormwater runoff to meet NHDES guidelines, and to infiltrate the runoff prior to discharging to the wetland. No impacts to the wetland are proposed.

The Applicant went before the Conservation Commission at their August 14, 2019, meeting.
- 4.2 The narrative provided by the applicant (see attached) describe how the criteria of all applicable sections of the ordinance are met, including Section 29-4-4(d) (ZO), which states the criteria for the Planning Board decision.

Prepared by: BAF

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Community Development Department

David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Beth Fenstermacher, Assistant City Planner
FROM: Bryant A. Anderson, PE
DATE: August 8, 2019
SUBJECT: Plan Review, Glen Ellen Phase II, Hoit Road;
Map 7Z, Lot 48; (2019-44 & 2019-45)

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

- *Subdivision and Site Plans*, Glen Ellen – Phase II, Major Residential Subdivision Plan, Map 07, Block Z, Lot 48, Hoit Road, Concord, NH, prepared by The Dubai Group, Inc., dated July 17, 2019.
- *NHDES Alteration of Terrain Permit Application and Drainage Analysis*, Glen Ellen – Phase II, Major Residential Subdivision Plan, Map 123, Block 1, Lot 7, Hoit Road, Concord, New Hampshire, prepared by The Dubai Group, Inc., dated July 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.**

Site Plans

Title Sheet

1. Within the title block, the proper lot number designation is Map 07Z, Lot 48, not Map 07 Block Z Lot 48. All references to map and lot designations in the plan set should be updated accordingly.

Existing Conditions Overview Plan

2. The plan needs to be stamped by a licensed land surveyor, not a professional engineer. This comment also applies to the Existing Conditions Plan.
3. Within the title block, the proper lot number designation is Map 07Z, Lot 48, not Map 07 Block Z Lot 48. This needs to be corrected within the various notes, and within the

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plan view: Map 2, Block Z, Lot 6 should be Map 2Z, Lot 6; Map 8, Block Z, Lot 16 should be Map 8Z, Lot 16; etc.

4. The plan should reference and delineate, at a minimum, the following deeds: Book 3342, Page 1005; Book 3342, Page 1023; Book 3342, Page 1026; Book 3342, Page 1029; and Book 3342, Page 1032.

Existing Conditions Plan

5. The plan should include more data and information to the east of the site, and include a proper match line that doesn't cut off text and other symbols.
6. Bearing and distance information should be provided for all segments of the property boundary. The information for portions of the lot that are located outside of the view area can be shown on the Existing Conditions Overview Plan.
7. Within the title block, the proper lot number designation is Map 07Z, Lot 48, not Map 07 Block Z Lot 48. This needs to be corrected within the various notes, and within the plan view: Map 7, Block Z, Lot 51 should be Map 7Z, Lot 51; Map 8, Block Z, Lot 14 should be Map 8Z, Lot 14; etc.
8. The plan should reference and delineate, at a minimum, the following deeds: Book 3342, Page 1005; Book 3342, Page 1023; Book 3342, Page 1026; Book 3342, Page 1029; and Book 3342, Page 1032.

Subdivision Plans

9. It is Engineering's understanding that the Subdivision Plan will be removed from the plan set and that a subdivision is not being proposed.

Condominium Plan

10. It is Engineering's understanding that the Condominium Plan is in the process of being revised. As such, we have not reviewed the plan at this time.

Site Plan

1. The following notes should be added to the plan
 - a. All work shall be performed in accordance with the City of Concord's Construction Standards and Details (latest edition).
 - b. All utilities shall be installed underground in accordance with Section 25.02(1) of the Site Plan Regulations.
 - c. Upon completion of construction the contractor shall submit as-built drawings to the Engineering Services Division.
 - d. The contractor shall set up a preconstruction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc.

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- e. The contractor shall obtain a Driveway Permit from the Engineering Services Division for the proposed driveway.
- 2. There are text conflicts in the area of the main entrance drive off of Graham Road.
- 3. Slope granite curb should be called out for Gorham Drive as specified on the detail.
- 4. A surface material and width should be specified for the maintenance access road and a detail should be provided.
- 5. Parking stall striping should be added to the spaces located across from the mailboxes.

Grading, Drainage, & Utilities Plan

- 6. Additional spot grades and grading information should be provided around the cul-de-sac.
- 7. Catch basin(s) should be provided at the inside edge of pavement in the cul-de sac to provide for drainage during winter months when the center island may be blocked by snow banks.
- 8. Portions of several of the septic systems are located in close proximity or within other unit's condominium lots. The condominium documents should include provisions for this or the systems should be setback at least 5 ft from the lots to allow for future replacement and/or maintenance.
- 9. It is unclear why the 15" drain line between CB 2 and CB 3 is perforated. If it is intended to function as an underdrain, a solid 15" line should be specified with a perforated underdrain running next to it to the downstream basin.
- 10. The proposed 6" underdrain between CB 3 and CB 6 should be shown on the Grading Plan.

Site Details

- 11. The Street Sign Detail should reference MUTCD standards and should include a private street designation.

Pre-Development Watershed Plan

- 12. The pre-development drainage area should be divided into two so that the pre and post runoff rates can be evaluated for each of the abutting lots (7Z-42 and 7Z-47).

Post-Development Watershed Plan

- 13. The drainage area boundaries are unclear on the plan.

Drainage Analysis

- 14. An additional Design Point should be included so that the pre and post discharge rates can be evaluated for each of the abutting two properties (7Z-42 and 7Z-47).

15. The peak flow runoff volume information should be provided for the 10 year storm event in the summary table in accordance with Section 22.07(3) of the Site Plan Regulations.
16. It appears that 100 ft of sheet flow would be more appropriate based on the ground cover and slope than the 50 ft used for Subcatchment A in the pre and post development calculations.
17. The berm elevation used in the calculations for the detention pond is 0.5 ft higher than the elevation shown on the Grading Plan.
18. A minimum of 1 ft of freeboard should be provided in the detention basin for the 50 yr storm event.

General Comments

19. The applicant should submit a plan that outlines what improvements will be complete before certificates of occupancies are issued for the units. If the improvements will be phased than the phasing may need to be evaluated in the drainage calculations to ensure that pre and post development drainage rates are maintained throughout the phases.

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 Alteration of Terrain Permit
- NHDES Subdivision Approval

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
3. Performance surety (bond, letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at \$32,000 based on a 8.3 ac disturbance area. (establish surety prior to pre-construction meeting)
4. Advanced deposit for site construction inspection fees (initial deposit amount determined by Engineering based on the project schedule and estimated services, final

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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)