



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

October 16, 2019
Project Summary – Minor Site Plan

Project: Concord Coalition to End Homelessness Minor Site Plan Application (2019-52)
Property Owner: Merrimack County
Address: 10 Green Street
Map/Block/Lot: 36/4/1

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 proposes to convert the existing office use to four apartments and construct an accessible ramp.

Project Details:

Zoning: CVP (Civic Performance District)

Existing Use: Offices
Proposed Use: 4 One bedroom Apartments

Required Lot Size: N/A
Existing Lot Size: 3,720 sf (0.085 ac)

Frontage Required: 80'
Frontage Provided: Green Street: 37.33'
Blake Street: 95.25'

Setbacks Required: 15' front; 15' rear; 15' side
Setbacks Provided: 5' front; N/A' rear; 0' side *Variance Granted*

Parking Spaces Required: 8, Including 1 Accessible Space
Parking Space Provided: 4 *Variance Granted*

Maximum Lot Coverage: 80%
Proposed Lot Coverage: Not provided

1. General Comments

- 1.1 The following comments pertain to a 1-sheet site plan set titled “Proposed Site Plan Multi-Family Conversion” prepared by Jonathan Halle, dated April 2, 2019.
- 1.2 Please see the Engineering Division comments in a separate memo.
- 1.3 At the July 10, 2019 meeting, the Zoning Board of Adjustment (ZBA) granted the following variances to the Zoning Ordinance (ZO):
 - Article 28-5-7, Conversion of a Non-residential Building, Section (a), Conversions Resulting in Five (5) or Fewer Units, to allow the conversion of an existing building to accommodate four (4) dwelling units on a 3,702 square foot lot when a minimum lot size requirement for a four (4) unit conversion requires a minimum lot size of ten-thousand (10,000) square feet,
 - Article 28-5-3(b)(4), Minimum Size of Dwelling Units, to permit a conversion resulting in dwelling units no less than five-hundred (500) square feet in gross floor area where a minimum of six-hundred (600) square feet of gross floor area is required for each unit,
 - Article 28-7-1, Access, Circulation, Parking and Loading Requirements, to permit the existing non-compliant parking configuration to continue when access, circulation and parking requirements are required to be brought up to current requirements, including:
 - Article 28-7-2(e), Table of Off-street Parking Requirements, to provide four (4) non-compliant on-site parking spaces where eight (8) compliant parking spaces are required,
 - Article 28-7-5, Requirements for Handicapped Accessible Parking Spaces and 28-7-7(c), Handicapped Accessible Spaces, to not provide a compliant accessible parking space where one (1) accessible parking space for is required and the first required space must be a van accessible space,
 - Article 28-7-7, Parking Area Design Standards, to allow a parking configuration which does not comply with the parking lot design requirements of providing full on-site parking with compliant, individually accessible parking spaces, internal drive aisles for vehicle movement and maneuvering, does not provide a five (5) foot setback from the property lines and does not provide for a five (5) foot landscaped strip around the perimeter of the parking area,
 - Article 28-7-8, Access and Driveway Standards, Section (a), Restrictions on Backing into a Street, to permit a parking configuration that does not provide adequate onsite room for maneuvering and requires vehicles to back into and maneuver in the street to enter or exit the parking area,
 - Article 28-7-12(b)(3), to permit parking in the front yard, where all parking is required to be to the side or rear of the building,
 - Article 28-4-1(h), The Table of Dimensional Regulations, to permit the installation of an accessible ramp with a five (5) foot setback from a front property line where a fifteen (15) foot setback is required,
- 1.4 The application appeared before the Architectural Design Review Committee (ADR) at the October 2, 2019 meeting. ADR recommended that the application be approved as submitted, but should the ramp protrude from the recess formed by the bay window, the application should come back to ADR.

2. Waivers

- 2.1 The applicant states that given the only proposed changes to the site, outside of the building is the installation of an aluminum ramp to provide handicapped accessibility to one lower floor unit and has requested waivers from the following Site Plan Regulations (SPR) sections:

- 12.03 Plan Certification
- 12.04 Location Plan
- 12.05 Vicinity Plan
- 12.06 Plan Reference
- 12.08 Electronic Submission
- 15.02 Site Plan Requirements
- 15.03 Existing Conditions Plan
- 15.04 Proposed Site Plan

After review of the ramp as proposed and site visits to take measurements, it has been determined that there is not sufficient space between the porch and the property line to allow of the construction of a ramp that meets ADA slope requirements and that respects the five foot property line setback as allowed by variance.

Staff does not support the request for a waiver from providing an Existing Conditions Plan due to the concern that, should an ADA compliant ramp be built, it will encroach into the five foot setback along Blake Street. If a survey and Existing Conditions Plan is completed, then a Site Plan and the additional items requested by the application to be waived could easily be provided; therefore, **staff does not support** any of the waivers request.

3. Technical Review Comments

- 3.1 A revised sketch of the plan shall be provided showing an ADA compliant slope can be achieved with respect to the five foot setback granted by variance.

4. Recommendations

- 3.1 **Grant Architectural Design Review Approval** for the conversion of existing office space to four dwelling units and the construction of an ADA accessible ramp at 10 Green Street.

- 3.2 **Grant Minor Site Plan approval** for the Minor Site Plan at 10 Green 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 Sections 3 above, to the satisfaction of the Planning Division.
- (2) Address Engineering Division comments in the memo from Bryant Anderson.
- (3) Should the Board deny the waivers requested to not provide plans, then any Waivers(s) granted by the Board 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 Waivers request(s), applicant shall comply with said submission requirement(s).
- (4) 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

S:\Plan\Development Review\Project Files\2019\2019-51_Havenwood_SPM_CUP\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: October 3, 2019
SUBJECT: Plan Review, Multi-Family Conversion, Concord Coalition to End Homelessness, 10 Green Street;
Map 36, Block 4, Lot 1; (2019-53)

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

- *Site Plan*, Multi-Family Conversion, dated April 2, 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.**

General Comments

1. The City's Construction Standards require that multifamily sewer services are 6 in. min. diameter. As such, the existing 4" service should be video inspected to determine the condition of the line. If it is not suitable for reuse, it should be replaced with a new 6" service.
2. An accessible ramp is proposed on the Site Plan. Based on a field visit there appears to be approx. 57 in. of vertical difference between the adjacent pavement and the door sill. However, the configuration shown on the plan only accounts for a 2.9 ft. vertical difference. It is Engineering's understanding that the applicant is revising the ramp layout to account for the required elevation change.
3. Additional information should be provided on the location of the ROW. Based on field conditions it does not appear that the required 5 ft. setback to the ramp from the ROW will be provided.

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