



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: Havenwood-Heritage Heights Minor Site Plan Application (2019-52)  
Property Owners: Havenwood-Heritage Heights  
Address: 33 Christian Ave  
Map/Block/Lot: 474Z/4

### **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 demolish and reconstruct two duplex units with attached garages, renovate an existing seven-unit building to a five-unit building with attached garages, and upgrade the respective surface facilities to current regulations.

### **Project Details:**

Zoning:	RM (Medium Density Residential District)
Existing Use:	11 Multi-family attached dwelling units
Proposed Use:	9 Multi-family attached dwelling units
Required Lot Size:	18,750 sf
Existing Lot Size:	1,705,938 sf (39.13 ac)
Frontage Required:	150'
Frontage Provided:	2,577'
Setbacks Required:	25' front; 25' rear; 15' side
Setbacks Provided:	13' front; 19.5' rear; 51.5' side
Parking Spaces Required:	5
Parking Space Provided:	24
Maximum Lot Coverage:	40%
Proposed Lot Coverage:	47% <i>Variance received</i>

**1. General Comments**

- 1.1 The following comments pertain to a 10-sheet site plan set titled “Havenwood-Heritage Heights South End Redevelopment” prepared by Wilcox & Barton, Inc, dated August 21, 2019, and a 3-sheet architectural plan set titled “HHH South End Development” prepared by Lavalée Brensinger Architects LLC, dated August 21, 2019.
- 1.2 Please see the Engineering Division comments in a separate memo.
- 1.3 A variance was received at the March 6, 2013 meeting of the Zoning Board of Adjustment to allow lot coverage of 48% in the Medium Residential (RM) District where a maximum of 40% is permitted.

**2. Conditional Use Permits**

- 2.1 The applicant has requested a Conditional Use Permit (CUP) for Article 28-4-4(d) Disturbance to Bluffs and Buffers to Bluffs. Given portions of existing cottage number 42 are within ten feet of the bluff buffer, demolition of the structure will likely disturb land within the buffer. A sidewalk and a small portion of a parking lot will remain in the buffer following construction. No tree clearing within the buffer is proposed.

The applicant appeared before the Conservation Commission at the October 9, 2019 meeting where the Commission recommended approval of the CUP for the impact to the bluff buffer. Given this, and the fact that the applicant has provided a sufficient CUP narrative, **staff supports this CUP.**

**3. Technical Review Comments**

- 3.1 A New Hampshire Licensed Architect shall stamp and sign the architectural elevations, in accordance with Section 12.03(4) of the Site Plan Regulations (SPR).
- 3.2 Dimension the curb cut and drive aisle width providing access onto East Side Drive, in accordance with Section 15.04(11) (SPR).

**4. Landscape Plan Comments**

- 4.1 The Landscape Plan shall be stamped by a New Hampshire Licensed Landscape Architect, in accordance with Section 12.03(3) (SPR)
- 4.2 Provide tree calculations based on the total surface area of paving within the project area, in accordance with Section 18.17 (SPR)
- 4.3 Deciduous trees shall have a caliper no less than 2½ to 3 inches at the time of plant, in accordance with Section 27.07(1) (SPR)
- 4.4 In accordance with Section 27.07(4) *Biodiversity* (SPR), no one species of tree shall account for more than 25% of the trees to be planted. Currently, 31 trees are proposed, therefore there shall be no more than 7 of one species of tree planted.

**5. Recommendations**

- 5.1 **Grant the Conditional Use Permit** to Article 28-4-4(d) – Disturbance to Bluffs and Buffers to Bluffs given the applicant has submitted a sufficient application narrative and the Conservation Commission recommends approval of the CUP.
- 5.2 **Grant Minor Site Plan approval** for the Minor Site Plan at 33 Christian Avenue 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 and 4 above, to the satisfaction of the Planning Division.
  - (2) Address Engineering Division comments in the memo from Bryant Anderson.
  - (3) 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).
  - (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 4, 2019  
**SUBJECT:** Plan Review, South End Redevelopment, Havenwood Heights, 149 East Side Drive;  
Map 474Z, Lot 4; (2019-51)

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

- *Site Plans*, Havenwood-Heritage Heights South End Redevelopment, 149 East Side Drive, Concord, NH, prepared by Wilcox & Barton, Inc., dated August 21, 2019.
- *Stormwater Management Plan*, Alteration of Terrain Application, Havenwood-Heritage Heights, 149 East Side Drive, Concord, NH, prepared by Wilcox & Barton, Inc., dated August 21, 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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**Site Plans**

**Legend & Notes**

1. Note 5 under Required Permits does not seem to apply to this project.

**Site Plan**

2. If cars are parked in front of the garage for Cottage 42 they will block pedestrian movements along the sidewalk.
3. The curb radius along the driveway adjacent to parking space "1" (northwest of Cottage 42) should be removed.

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

## **Grading & Drainage Plan**

4. Additional spot grades should be provided to define the high point of the driveway between Cottages 42 and 44.
5. The 351 contour should be labeled in the driveway between CB 002 and CB 003.
6. Based on the grading arrows, the cross-slope at the sidewalk crossing of the individual driveways to the garages will exceed ADA's 2% maximum.

## **Utility Plan**

7. If the 2" water services will provide both domestic and fire protection services, the domestic service needs to tap off the 2" line outside of the buildings (refer to City Detail W-6). Proposed valves should be shown on the plan.
8. Cleanouts should be provided for the sewer services.
9. It is Engineering's understanding that the sewer and water services are being revised. As such, we will review the revisions to these services when they are submitted.
10. Underground electric, telephone and CATV services should be shown on the plan.

## **Landscaping Plan**

11. The sewer and water service lines for Cottage 43 should be relocated to the main drive aisle to eliminate conflicts with the proposed landscaping.

## **Construction Details**

12. The Vertical Granite Curb and Catch Basin/Drop Inlet Details are faded and difficult to read.

## **Stormwater Management Plan**

13. Manchester Street is referenced in Section 2.2 Site Soils. The information in this section should be reviewed to confirm that it applies to this site and was not inadvertently copied from another site.
14. The total pre- and post-development drainage areas do not match. However, the minor difference does not likely affect the results of the analysis.
15. The Infiltration Feasibility Report states that confirmatory test pits will be conducted prior to construction. Considering the suitability of the soils encountered during the renovation of the northern portions of the site and that the area where the infiltration system is proposed is currently paved, this approach is acceptable to Engineering. However, a note should be added to the Grading & Drainage Plan stating the need for the contractor to conduct test pits prior to construction and that copies of the logs should be submitted to Engineering for review. In addition, the proposed test pit location(s) should be shown and labeled on the plan.

### **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 Registration and Notification for Storm Water Infiltration to Groundwater

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. A Demolition Permit will be required from the Code Administration Division for removal of the existing building(s).
3. The following permit(s) will need to be obtained from the Engineering Services Division:
  - a. Driveway Permit
  - b. Utility Connection Permits (sewer and water services; storm drain connections)
4. Performance surety (bond, letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at \$5,000 (min. amount) based on a 1.0 ac disturbance area. (establish surety prior to pre-construction meeting)
5. 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)
6. Shop drawings/submittals should be submitted to Engineering for the proposed water, sewer, and drainage improvements.