



Heather Shank  
City Planner

# CITY OF CONCORD

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

## Planning Board

November 20, 2019

### **Project Summary – Minor Subdivision**

Project: Concord Monitor – Minor Subdivision (2019-58)  
Property Owners: Newspapers of New Hampshire, Inc.  
Address: 1 Monitor Drive  
Map/Block/Lot: 12/P1

### **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 is proposing a two lot subdivision that would create an 8.2 acre lot (Lot 1) with the existing structure and a 77 +/- acre remaining lot (Lot 2).

### **Project Details:**

|                             |  |
|-----------------------------|--|
| Existing Lot Area:          | 87.65 ac   |
| Zoning:                     | Industrial (IN)  |
| Existing Use:               | Printing/Publishing  |
| Lot Coverage Max:           | 85%  |
| Lot Coverage Proposed:      | Not Provided   |
| Lot Size Required:          | 40,000 sf  |
| Lot Size Proposed:          | <b>Lot 1:</b> 8.21 ac (357,623 sf)<br><b>Lot 2:</b> 77 +/- ac (3,354,120 +/- sf) |
| Lot Frontage Required:      | 200'   |
| Lot Frontage Provided:      | <b>Lot 1:</b> 378'<br><b>Lot 2:</b> 221'   |
| Building Setbacks Required: | 50' front; 30' rear; 25' side  |
| Building Setbacks Provided: | 50' front; 30' rear; 25' side  |

### **1. General Comments**

- 1.1 The following comments pertain to the 5 sheet plan set titled "Minor Subdivision Newspapers of New Hampshire, Inc." dated September 18, 2019 and the 1 sheet Conceptual Site Plan dated October 10, 2019 prepared by TF Moran.
- 1.2 Please see the comments from the Engineering Division under a separate memo.

## 2. Waivers

2.1 The applicant has requested waivers from the following sections of the Subdivision Regulations relative to providing this information for Lot 2:

- Section 12.07 Wetland Delineation
- Section 12.08(1) Full Boundaries
- Section 12.08(3) Topography
- Section 12.08(4) Soils

The applicant feels this request is appropriate and consistent with the expectations of the Planning Board and that with the granting of the waivers, the subdivision will uphold the spirit of the Subdivision Regulations and public convenience and welfare will not be adversely affected.

**Staff supports these waivers** due to the fact that this information is provided on the plat in the area of the existing building and that no further development is proposed for Lot 2 at this time.

## 3. Technical Review Comments

- 3.1 As per the 2013 decision by the Planning Board and City Council to establish a mapped line of future street for Whitney Road, the proposed 60' Access and Utility Easement should have a width of 66' and be relabeled as a Highway Right-of-Way Easement. This should be shown on the Subdivision Plans as well as the Conceptual Site Plan.
- 3.2 City Staff has provided the applicant with language relative to the drafting of the above mentioned easement. Prior to final approval for the subdivision, the applicant shall provide a draft easement for review by City Staff.
- 3.3 Correct the Resource List on the Cover Sheet to reference Concord City Departments and Staff instead of Manchester.
- 3.4 Provide a note on the source of sanitary sewer and potable water supply, in accordance with Section 12.02(3) Appendix B of the Subdivision Regulations (SDR).
- 3.5 Provide tabulations for wetlands, steep slopes, and impervious coverage tabulations for Lot 1, in accordance with Section 12.08(23)(c) (SDR).
- 3.6 Note 8 on the subdivision plan states that utilities shown are from reference plans 7 & 8, though the list of reference plans does not have a 7<sup>th</sup> or 8<sup>th</sup> plan.
- 3.7 Provide a Planning Board Approval Block on the Cover Sheet and page two of the Minor Subdivision plan set similar to the one below:

|  |  |
|--|--|
| <h1 style="margin: 0;">APPROVED</h1> <p style="font-size: small; margin: 0;">UNDER THE PROVISIONS OF R.S.A. 674:35 &amp; R.S.A. 674:36</p> <h2 style="margin: 0;">CITY PLANNING BOARD</h2> <p style="font-size: x-small; margin: 0;">CITY OF CONCORD, NEW HAMPSHIRE</p> <p style="font-size: x-small; margin: 0;">In accordance with vote of the board dated: _____</p><br><p style="font-size: small; margin: 0;">Approval of this plan is limited to the lots as shown</p><br><div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="width: 45%; border-top: 1px solid black; text-align: left; padding-top: 5px;">Chair</div> <div style="width: 45%; border-top: 1px solid black; text-align: left; padding-top: 5px;">Clerk</div> </div> |  |
|--|--|

#### **4. Recommendations**

4.1 **Grant the following waivers from the Subdivision Regulations**, utilizing the criteria from RSA 674:36(II)(N)(2): Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations:

- Section 12.07 Wetland Delineation
- Section 12.08(1) Full Boundaries
- Section 12.08(3) Topography
- Section 12.08(4) Soils

4.2 **Grant Minor Subdivision approval** for the minor subdivision, subject to the following 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:

- (1) Address Technical Review Comments, noted above, to the satisfaction of the Planning Division.
- (2) Address Review Comments from Bryant Anderson, P.E., to the satisfaction of the Engineering Division.
- (3) 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).
- (4) Prior to the final plat being signed by the Planning Board Chair and Clerk, 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 12.09 of the Subdivision Regulations.
- (5) The Licensed Land Surveyor shall sign and seal final plans and mylars.
- (6) A NH Certified Wetland Scientist shall sign and seal the final plans and mylars.
- (7) The Applicant shall submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
- (8) The Applicant shall deliver to Planning one (1) plan set(s) and one (1) mylar(s) for endorsement by the planning Board Chairman & Clerk and recording at the Registry of Deeds.
- (9) Prior to the issuance of any building permits, the 50' wetland buffer shall be marked with discs available at the Planning Division

Prepared by: SCD

*S:\Plan\Development Review\Project Files\2019\2019-60\_Concord\_Monitor\_MIS\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:** November 5, 2019  
**SUBJECT:** Plan Review, Subdivision, Concord Monitor, 1 Monitor Drive;  
Map 12P, Lot 1; (2019-60)

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

- *Subdivision Plan*, Minor Subdivision, Newspapers of New Hampshire, Inc., 1 Monitor Drive, Concord, New Hampshire, prepared by TFM, dated September 18, 2019.
- *Conceptual Site Plan*, 1 Monitor Drive, and Sewalls Falls Road, Concord, NH prepared by TFM, dated October 10, 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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**Subdivision Plans**

1. The proposed 60' Access Utility Easement shown on the plans should be labeled Public Highway Right-of-Way Easement and the width should be increased to 66 ft. wide in accordance with the Planning Board's and City Council's 2013 decision to establish a mapped line of future street for Whitney Road. In addition, the following should be provided:
  - a. The easement area needs to be excluded from the existing and proposed lot areas,
  - b. A public highway right-of-way easement deed and plan will be necessary. It is our understanding that an example easement deed was previously provided to TFM.
  - c. The abutting lot (06P/9) is also owned by Newspapers of New Hampshire, Inc. and has no legal lot frontage. In order to facilitate providing frontage in the future, Engineering recommends that a ROW easement should be provided over this lot as

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*engineering@concordnh.gov*

part of this application. An easement layout sketch and a figure of the mapped ROW line are attached to this memorandum.

### **Cover Sheet**

2. A plan index should be provided.
3. The information provided in the Resource List applies to the City of Manchester and is incorrect.
4. On the cover sheet, please correct the abutting lot numbers as shown in the Abutters list:
  - a. 6-P1 (State of NH) should be changed to Map 06P, Lot 1;
  - b. 48-Z8 (State of NH) should be Map 48Z, Lot 8;
  - c. 12-Z16 (Galipeault) should be Map 12Z, Lot 16;
  - d. 12-Z15 (City of Concord) should be Map 12Z, Lot 15;
  - e. 21-Z2 (State of NH) should be Map 21Z, Lot 2;
  - f. 202-Z19 (State of NH) should be Map 202Z, Lot 19;
  - g. 13-P21 (Northern Railroad) should be Map 13P, Lot 21;
  - h. 13-P4 (Morrill) should be Map 13P, Lot 4;
  - i. 6-P7 (Wheelabrator) should be Map 06P, Lot 7;
  - j. 6-P8 (Concord Regional) should be Map 06P, Lot 8; and
  - k. 6-P10 (W900) should be Map 06P, Lot 10.

These will need to be changed on the Vicinity Plan, and on all subsequent plan sheets, plan views, notes, etc.

5. Within the Abutters, there are two lots shown as 13-P4, with one of them listed as The Highway View Trust. It is unclear where this lot is located?
6. Within the Vicinity Plan, Sewalls and Dustin are spelled wrong.
7. Within the Vicinity Plan, please also label Mountain Road as NH Route 132.
8. Within the title block Tax Map 12 Lot P-1 should be Tax Map 12P, Lot 1.
9. Newspaper of New Hampshire also owns an abutting lot known as Map 06P, Lot 9. Is that lot part of this application? If not, it should be listed as an abutting lot.

### **Minor Subdivision Plan**

10. All of the lot numbers need to be corrected.
11. Within the plan view, why are the City sewer and water easements are not shown in their entirety?

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12. Note 8 indicates that underground utilities are from reference plans 7 & 8, however, the plan sheet only includes 6 reference plans.
13. Within the plan view, some of the line type features such as wetland setbacks, shoreland setbacks, etc., simply end. Please clarify.
14. Within the plan view, the proposed boundary line should include monuments to be set at all angle points.
15. Along the northerly side of the plan view near Haywood Brook, there is a note that states Proposed Waterline Easement. The City has a waterline easement all the way to Whitney Road. Additional information should be provided on this note.

### **Minor Subdivision Overall Plan**

16. The ROW easement area width should be increased to 66 ft. wide and the layout should be revised for Lot 06P/6 (refer to previous comment)

### **Conceptual Site Plan**

17. The plan should be included in the subdivision plan set.
18. The access easement should be relabeled as a Public Highway Right-of-Way Easement and increased to 66 ft. wide. The conceptual layout should be revised accordingly.
19. A parking summary table should be provided.
20. Engineering anticipates that the extension of Whitney Road will be classified as an Urban Collector once it is constructed. As such, the two driveways shown on the plans need to be revised to meet the requirements of Article 28-7-8 (c) of the Zoning Ordinance. This section requires 200 ft. of separation from Sewalls Falls Road and 200 ft. between driveways. In addition, a minimum frontage of 700 ft. would be required along the new road to allow two driveways. In order to limit the number of driveways and manage access points along the road, Engineering recommends that the southern driveway be eliminated and a single driveway be provided to the site.
21. The parking along Monitor Drive (between Sewalls Falls Road and the first driveway) should be extended towards the driveway and the proposed access aisle should be relocated further from the road to allow for a longer driveway throat. The increased distance will help with the 180 deg. turning movement from the parking lot to take a right turn onto Monitor Drive. The extension of the parking spaces would mitigate the parking impacts of relocating the access aisle.
22. The width of Monitor Drive should be increased to 34 ft. for the purposes of the Conceptual Plan. However, it should be noted the final roadway section has not been determined yet.
23. The following note should be added to the plan: "The costs associated with the design and construction cost of all on-site improvements required by the construction of

Re: Review Comments (2019-60)  
Concord Monitor, 1 Monitor Drive  
Date: 11/5/2019

Monitor Drive/Whitney Road Extension shall be the responsibility of the property owners.”

### **General Comments**

24. It should be noted that the design and construction of the future extension of Whitney Road will require grading and drainage easements outside of the 66 ft. wide right-of-way. As such, the following language should be included in the Public Highway Right-of-Way Easement.

“In addition to the easement described herein, the grantor hereto grants to the grantee the perpetual right and easement to use so much of the adjoining lands as may be necessary for slope and embankment easements based upon the contour of the land adjoining the right-of-way; and perpetual right and easement to construct, use, maintain, repair, and replace drainage swales, culverts, drainage basins, and storm sewers to collect, control, treat, and direct surface water run-off occasioned by Whitney Road. The location of all slopes, embankments, structures, devices, utilities, and drainage facilities, shall be established by the final design and construction of Whitney Road and shall be evidenced thereafter by easement plans thereof to be recorded in the Merrimack County Registry of Deeds.”

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

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

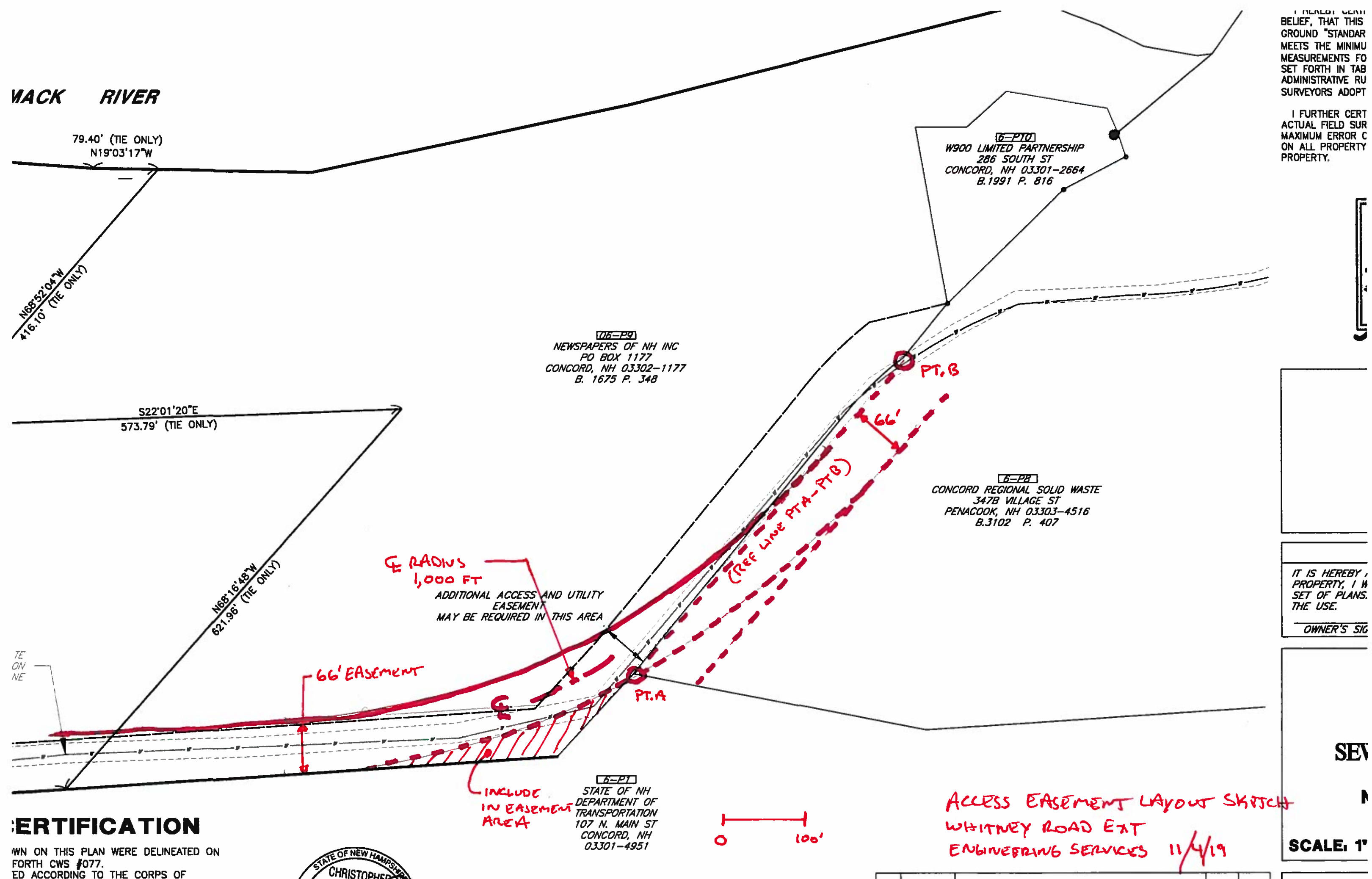
1. The monumentation for the proposed lot lines will need to be set (prior to recording the plan).

Enc.

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ON ALL PROPERTY  
PROPERTY.

OWNER'S SIG

**SCALE. 1"**





# Whitney Road Mapped Line of Future Street

