



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

December 18, 2019

Project Summary – Minor Site Plan

Project: Hinxhia Multi-Family Residential Conversion (2019-64)
Property Owners: Remi Hinxhia
Address: 16 Thompson Street
Map/Block/Lot: 33/ 6/ 13

Determination of Completeness:

Determine this 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 requesting Minor Site Plan approval for the renovations of a condo unit into two apartment units at 16 Thompson Street in the Downtown Residential (RD) District.

Project Details:

Zoning:	Downtown Residential (RD) District
Existing Lot Area:	0.124 ac (5,422 SF)
Existing Use:	2 Condo Unit Multi-family Residence
Proposed Use:	3 Unit Multi-family Residence
Required parking spaces	6 spaces
Parking spaces provided	6 spaces
Maximum Lot Coverage	60%
Proposed Lot Coverage	69% <i>Pre-existing non-conformity</i>
Building Setbacks Required	10' front, 20' rear, 10' side
Building Setbacks Provided	10' front, N/A rear (corner lot), 2.5' side

1. General Comments

- 1.1 The following comments pertain to the 4 sheet site plan set titled "Thompson Street Condominium", prepared by T. F. Bernier, Inc., dated July 30, 2004 with notes provided by Remi Hinxhia for this submission.
- 1.2 Please see Engineering comments in a memo from Bryant Anderson, Engineering Division.

2. Technical and Site Review Comments

- 2.1 Common area and limited common area need to be clearly delineated and tabulated on the plans respective of the proposed conversion.
- 2.2 The owner should review the condo documents and make any necessary changes to accommodate the addition of a unit to condo 1.

3. Recommendations

- 3.3 **Grant Minor Site Plan** approval for the proposed construction of a 3-unit multifamily residence, subject to the following precedent conditions to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and issuance of any certificate of occupancy , 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 review comments to the satisfaction of the Engineering Division.
 - (3) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.

Prepared by: SCD

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David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Bryant A. Anderson, PE
DATE: December 9, 2019
SUBJECT: Plan Review, Hinxhia, 16 Thompson Street;
Map 33, Block 6, Lot 13; (2019-64)

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

- *Minor Site Plan Application*, Apartment Conversion, Remi Hinxhia, 16 Thompson Street.

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 addresses for the apartment conversion will be:
 - a. 16A Thompson Street (first floor apartment).
 - b. 16B Thompson Street (second floor apartment).

The existing address of 16 Thompson Street will no longer be used. If anyone is currently living at this address they will need to have their address changed based on the information listed above.

2. It is Engineering's understanding that fire suppression will be required for the conversion from 2 to 3 units. If the design requires an upgraded water service to the building, an Excavation Permit and Utility Connection Permit will be required from the Engineering Services Division. In addition, excavation permits for work within the public ROW are only issued for emergency work between November 15 and April 15. As such, installation of a new water service would need to occur after April 15, 2020.

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

Re: Review Comments (2019-64)
Hinzhia, 16 Thompson Street
Date: 12/9/2019

Post-Approval/Pre-Construction Items

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

3. The following permits will need to be obtained from the Engineering Services Division if a new fire protection water service is required for the conversion :
 - a. Excavation Permit (for work within the ROW)
 - b. Utility Connection Permits (water service-fire protection)