



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

May 20, 2020

Project Summary – Minor Site Plan

Project: 75 Allison Street Minor Site Plan Application (2019-52)
Property Owner: Snedeker Properties, LLC
Address: 75 Allison Street
Map/Block/Lot: 19/5/5

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 an existing first floor commercial space into a residential apartment, resulting in a total of three residential units in the building.

Project Details:

Zoning: RN (Neighborhood Residential District)

Existing Use: 1 Commercial Unit, 2 Residential Units
Proposed Use: 3 Residential Units

Required Lot Size: 10,000 sf
Existing Lot Size: 5,425 sf *Variance Received*

Frontage Required: 80'
Frontage Provided: 70' *Existing Non-Conformity*

Setbacks Required: 15' front; 25' rear; 10' side
Setbacks Provided: 10' front; 5.5' rear; 1.5' side *Existing Non-Conformity*

Parking Spaces Required: 6
Parking Space Provided: 5 *Variance Granted*

Maximum Lot Coverage: 80%
Existing Lot Coverage: 75%
Proposed Lot Coverage: 86% *Variance application pending*

1. General Comments

- 1.1 The following comments pertain to a 1-sheet site plan set titled “Site Plan – North Elevation”, a 1-sheet floor plan, and a one sheet existing conditions survey titled “Impervious Calculations” prepared by J. E. Belanger Land Surveying PLLC, dated April 28, 2020.
- 1.2 Please see the Engineering Division comments in a separate memo.
- 1.3 At the March 4, 2020 meeting, the Zoning Board of Adjustment (ZBA) granted the following variances to the Zoning Ordinance (ZO):
 - Article 28-2-4(j), Table of Principal Uses, to permit the conversion of a non-residential building (or mixed commercial/residential) to accommodate 1 or more dwelling units (use A-14), where such conversions are not permitted,
 - Article 28-5-7, Conversion of a Non-residential Building, Section (a), Conversions Resulting in 5 or Fewer Units, to permit a conversion to 3 residential units on a lot containing 6,020 SF +/- where 10,000SF of land is required,
 - Article 28-7-1, Access, Circulation and Parking, Section (a), Applicability, to permit the conversion without bringing the property into compliance with the parking requirements including, but not limited to the following:
 - Allow the provision of 5 on-site parking spaces where 6 spaces are required
 - Allow a driveway/aisle of thirteen feet where a minimum allowable width is 18 feet,
 - Allow 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,
 - Allow pavement up to the westerly side property line where a minimum 5 foot setback from the adjacent property is required.
- 1.4 The applicant will need to receive variance relief from the lot coverage requirements in the RN Districts as outlined in 28-4-1 *Table of Dimensional Regulations* as the proposed site work increases the lot coverage over the allowed maximum.

2. Waivers

- 2.1 Due to the limited scope of proposed site work, the applicant has requested waivers from the following Site Plan Regulations (SPR) sections:

a) 12.03 Plan Certification	e) 12.08 Electronic Submission
b) 12.04 Location Plan	f) 15.02 Site Plan Requirements
c) 12.05 Vicinity Plan	g) 15.04 Proposed Site Plan
d) 12.06 Plan Reference	

Staff supports these waivers given the applicant has provided an existing conditions survey as well as a site plan drawing that adequately displays the extent of proposed site work.

3. Technical Review Comments

- 3.1 Staff notes that the species of the four trees proposed in the front of the building are not identified. Staff recommends that the applicant consult the City’s Sustainable Tree Program for suggested tree species.

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:

- | | |
|-----------------------------|---------------------------------|
| a) 12.03 Plan Certification | e) 12.08 Electronic Submission |
| b) 12.04 Location Plan | f) 15.02 Site Plan Requirements |
| c) 12.05 Vicinity Plan | g) 15.04 Proposed Site Plan |
| d) 12.06 Plan Reference | |

4.2 **Grant Minor Site Plan approval** for the Minor Site Plan at 75 Allison 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 comments in the memo from the Engineering Services Division.
 - (3) The applicant shall receive a variance from Section XXX of the Zoning Ordinance to allow the proposed increase in lot coverage over what is allowed in the RN District.
 - (4) 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).
 - (5) 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\2020\2020-10_75Allison_SPM\Reports & Letters