



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

July 15, 2020

Project Summary – Major Site Plan Amendment

Project: Glen Ellen Phase 2 Cluster Subdivision (2019-44 and -45)
Property Owner: Strategic Contracting Company, LLC
Address: Hoit Road
Map/Block/Lot: Tax Map 7Z; Lot 48

Background:

The Planning Board granted conditional Major Site Plan and Subdivision approval at their October 16, 2019 meeting, for the proposed 13-unit Cluster Subdivision at Hoit Road, and a Conditional Use Permit for disturbance of a wetland buffer. The conditional approval included a precedent condition requiring that the applicant return to the Architectural Design Review Committee (ADR) with definitive information relative to the proposed materials, proposed styles and sizes of the houses including samples of colors and finishings proposed.

1. General Comments

- 1.1 The following comments pertain to a 22 sheet plan set titled “Glen Ellen – Phase II Major Residential Subdivision Plan” prepared for Links Realty Trust, prepared by The Dubai Group, Inc., revision date May 29, 2020, and 4 sheet architectural elevations and floor plan set prepared by Alternative Designs Inc., not dated.
- 1.2 The proposed amendment includes modifications to the house footprints and layout, grading, and alignment of Shelburne Road as the primary road. One of the houses has been relocated from the cul-de-sac and moved further east along the north side of Shelburne Lane. The entrance off Hoit Road is no longer a “boulevard” type entrance; the landscaped median and the utility building have been removed. Further, the mailbox area and 3 additional parking spaces across from the mailboxes have been removed. In addition, proposed landscaping around the houses was also significantly reduced.
- 1.3 See Engineering Services Division review comments in the attached memo.
- 1.4 The Applicant went before the Architectural Design Review Committee (ADRC) at their July 7, 2020, meeting. The ADRC recommended approval as submitted with the suggestion that the orientation of unit 9 be reconsidered.

2. Planning Staff Review Comments

- 2.1 The correct nomenclature for lot referencing is Map 07Z Lot ## (there are no blocks, just map and lot numbers). Please revise for all lots on all plans, title blocks, and notes. *Repeat comment;*

please confirm that all map references for all lots (including adjacent parcels) include a '0' in the map number, for example 02Z.

- 2.2 Please revise the title of the plan set to be "Major Site Plan and Condominium Subdivision".
Repeat comment
- 2.3 On Sheet 2, Note 6 (formerly Note 8), revise "Town" to "City". *Repeat comment.*
- 2.4 Per Section 17.02 (SDR), the condominium site plan shall be prepared by a NH Registered Land Surveyor, and shall meet the requirements of NH RSA 356-B:20. In addition, revise the Condominium Plan as follows (*repeat comment*):
 - a. Per Section 17.04(2) (SDR), the location, dimension and purpose of each common area and limited common area shall be shown on the Condominium Plan.
 - b. Revise the purpose of the plan in Note 4.
 - c. Revise Note 8, should be "City", not "Town"
 - d. Label the Conservation Easement area, and indicate the boundary is for an existing easement, including MCRD reference information.
 - e. As this plan will be recorded independently, staff recommends that the Plan References and Notes 9 through 12 from the Existing Conditions Overview Plan (Sheet 2) be included, as well as any other pertinent information for context. Staff also recommends that the Applicant confirm with MCRD that the plan will be acceptable showing only an enlargement of the Phase II condominium area and not the entire lot.

3. Recommendations

- 3.1 Grant **amended Architectural Design Review approval** as submitted with the suggestion that the orientation of unit 9 be reconsidered.
- 3.2 **Grant approval of the amendment to the conditionally approved Major Site Plan and Subdivision** for Glen Ellen Phase II cluster subdivision. **As part of this action indicate that all conditions of the original October 16, 2019, approval shall remain in full force and effect.** Additionally, the Applicant shall address the comments to the satisfaction of the Planning and Engineering Services Divisions.

Prepared by: BAF

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CITY OF CONCORD
New Hampshire's Main Street™
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David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Beth Fenstermacher, Assistant City Planner
FROM: Martha Drukker, Associate Engineer
DATE: July 6, 2020
SUBJECT: Plan Review (3), Glen Ellen Phase II, Hoit Road;
Map 07Z, Lot 48; (2019-45)

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

- *Subdivision and Site Plans*, Glen Ellen – Phase II, Major Residential Subdivision Plan, Map 07, Block Z, Lot 48, Hoit Road, Concord, NH, prepared by The Dubai Group, Inc., dated July 17, 2019 (revised thru 5/29/2020).

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.**

Note: Engineering has previously reviewed this project and has submitted comments to the Planning Division in a memorandum dated September 10, 2019. Comments from our previous memorandum that have not been addressed are included and noted in the comments below.

Site Plans

Cover Sheet

1. Within the Vicinity Map on the Cover Sheet, Map 07 should be Map 07Z, Map 8 should be Map 08Z, and Map 2 should be Map 02Z. **(Repeat Comment from September 10, 2019)**

Existing Conditions Overview Plan

2. Within the plan view, all of the lots on Map 2Z should be Map 02Z, and all of the lots on Map 8 should be Map 08Z. Comment 3 in our previous review memorandum did not clearly reflect the correct map numbers.

Engineering Services
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This comment also applies to the Existing Conditions Plans (Sheets 4-7). ***(Repeat Comment from September 10, 2019)***

3. The plan should reference and delineate, at a minimum, the following deeds: Book 3342, Page 1023 and Book 3342, Page 1029.

Notes 10 and 11 were added to the plan for Book 3342, Page 1026 and Book 3342, Page 1032, however Book 3342, Page 1023 and Book 3342, Page 1029, both encumbering Map 07Z, Lot 49, should also be added to the plan, particularly since drainage is being proposed across Gorham Drive and will impact Lot 49. In addition, these public easements should be delineated within the plan view in the same manner that the private drainage & slope easement is delineated across Lot 49.

This comment also applies to the Existing Conditions Plans (Sheets 4 -7) ***(Repeat Comment from September 10, 2019)***

Condominium Plan

4. Please add the following note to the plan: “The ways shown on this plan and labeled as Gorham Drive and Shelburne Lane are intended by the applicant Strategic Contracting Company, LLC, its heirs, successors, and assigns, and the City of Concord Planning Board, to remain as private ways. In addition, the recording of this plan shall not be construed as an offer of dedication of those ways as public highways under the New Hampshire common law of dedication and acceptance. In addition, the recording of this plan shall not be construed as the required prior approval by the Planning Board of those ways as public streets pursuant to NH RSA 674:40.”

This note should also be added to the Site Plan (Sheet 9 of 22). ***(Repeat Comment from September 10, 2019)***

Site Plan

5. The following note should be added to the plan: “All roadway and associated drainage and utility improvements shall be constructed prior to the issuance of the first Certificate of Occupancy (CO) for Phase II with the exception of the final pavement course. A bond shall be provided for the completion of the final pavement course if it is not completed prior to the first CO. The final pavement course shall be installed within two years after the issuance of the first CO and prior to the issuance of the last CO for Phase II. Landscaping shall be installed to the satisfaction of the Planning Division prior to the issuance of each CO” ***(Repeat Comment from September 10, 2019)***

Grading, Drainage, & Utilities Plan

6. Additional spot grades and grading information should be provided around the cul-de-sac. ***(Repeat Comment from September 10, 2019)***

7. All of the public easements, which include Book 3342, Page 1026, Book 3342, Page 1032, Book 3342, Page 1023, and Book 3342, Page 1029, should be delineated within the plan view. ***(Repeat Comment from September 10, 2019)***
8. The underground disposal system for #7 Shelburne Lane is located in the 75' well head protection radius.
9. The common parking area and mailbox cluster has been removed, are the units receiving mail individually?
10. Gorham Road, Phase III, will not connect with Shelburne Lane?
11. There are two DMH#1 proposed. Consider constructing DMH #1 closest to FES #1 with a sump for velocity reduction from upstream 24" HDPE laid at 13% slope, raise invert in to create plunge.
12. Drainage system is extremely shallow, e.g. CB #4 Rim = 371.48, 15" HDPE Inv Out = 368.48, R/I = 3' – 15" pipe (18" OD) = 1.5' cover. Any loading or freezing concerns? Also may conflict with the buried power and telecom.
13. #11 & #12 Shelburne Lane do not have foundation drains.
14. It is unclear why the 24" drain line between CB 7 and CB 8 is perforated. If it is intended to function as an underdrain, a solid 24" line should be specified with a perforated underdrain running next to it to the downstream basin.
15. Rim of CB #2 is 1 VF higher than edge of pavement.
16. Finish floor elevations are missing.

Site Details

17. The Street Sign Detail should reference MUTCD standards and should include a private street designation. ***(Repeat Comment from September 10, 2019)***
18. ADS roof drain detail – 8" pipe for a residential roof? Are these being tied to the foundation drains?

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 Subdivision Approval

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. The following permit(s) will need to be obtained from the Engineering Services Division:
 - a. Driveway Permit
 - b. Excavation Permit
3. Performance surety (bond, letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at \$32,000 based on an 8.3 ac disturbance area. (establish surety prior to pre-construction meeting)
4. 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)