



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

September 16, 2020

Project Summary – Minor Site Plan

Project: 28 South Street Minor Site Plan Application (2020-16)
Property Owner: Mountain Lake Heating/Fuel, LLC
Address: 28 South Street
Map/Block/Lot: 7414Z / 53

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 building from two dwelling units to four dwelling units and provide paved parking for the additional units.

Project Details:

Zoning:	RD (Downtown Residential District)
Existing Use:	2 Residential Units
Proposed Use:	4 Residential Units
Required Lot Size:	7,500 sf
Existing Lot Size:	10,494 sf <i>Variance Received</i>
Frontage Required:	75'
Frontage Provided:	77'
Setbacks Required:	10' front; 20' rear; 10' side
Setbacks Provided:	10' front; 5.5' rear; 3.5' side <i>Existing Non-Conformity</i>
Parking Spaces Required:	8
Parking Space Provided:	8
Maximum Lot Coverage:	60%
Existing Lot Coverage:	49%
Proposed Lot Coverage:	65% <i>Variance received</i>

1. General Comments

- 1.1 The following comments pertain to a 1-sheet site plan set titled “Site Plat prepared for Mountain Lake Heating/Fuel, LLC, prepared by Richard D. Bartlett & Associates, LLC, dated June 15, 2020 and revised through August 12, 2020.
- 1.2 Please see the Engineering Division comments in a separate memo.
- 1.3 At the August 5, 2020 meeting of the Zoning Board of Adjustment, the applicant received variance relief to Article 28-4-1(h), The Table of Dimensional Regulations, to allow a total lot coverage of 65% +/- where the allowed maximum lot coverage is 60%.
- 1.4 At the September 2, 2020 meeting of the Zoning Board of Adjustment, the applicant received variance relief to Article 87-7-7(f), Driveway Widths, to maintain a driveway width with a minimum width of 10 feet where a minimum width of 18 feet is allowed (with a CUP) and 24 is standard.

2. Waiver

- 2.1 The applicant is requesting a waiver from Section 15.03(10) *Municipal Utilities* of the Site Plan Regulations to not show the rim and invert elevations of existing and proposed sanitary and storm sewers given the design of the parking lot is such that no connections or changes to existing municipal utilities is required or anticipated. **Staff supports this waiver** given no changes are proposed to the sanitary and storm sewer system on site.

3. Technical Review Comments

- 3.1 Dimension the existing setbacks where the building encroaches into the front and side setbacks, in accordance with Section 15.04(22) of the Site Plan Regulations.
- 3.2 Provide a note on the plan stating the source of sanitary sewer and potable water.
- 3.3 Provide spot elevations on the proposed parking lot to evaluate drainage, in accordance with Section 15.04(6) (SPR).

4. Recommendations

- 4.1 **Grant the waiver** from Section 15.03(10) of the Subdivision Regulations to not provide rim and invert elevations of existing and proposed sanitary and storm sewers as no changes are proposed to these systems, 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:
- 4.2 **Grant Major Site Plan** approval for the proposed conversion of a 2-family dwelling to a 4-family dwelling with related site improvements at 28 South Street, subject to the following precedent and subsequent conditions noted below:
 - (a) 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 building permits, or the commencement of site construction, unless otherwise specified:
 - (1) Address all Review comments to the satisfaction of the Planning and Engineering Divisions. For all subsequent submissions, applicant shall provide a response memo addressing/acknowledging all comments.
 - (2) Final plans shall be signed and sealed by the NH Licensed Land Surveyor, Landscape Architect, and Professional Engineer.

- (3) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.
- (b) Subsequent Conditions – to be fulfilled as specified:
 - (1) Prior to commencement of construction activity, payment of 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. The applicant shall pick up one (1) set of signed plans at the Planning Office to make copies for the pre-construction meeting. A total of five (5) copies of the signed plan set shall be provided by the applicant at the pre-construction meeting.
 - (3) Prior to issuance of the final Certificate of Occupancy or final construction sign-off, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.

Prepared by: SCD

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CITY OF CONCORD
New Hampshire's Main Street™
Community Development Department

David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Martha Drukker, Associate Engineer
DATE: July 6, 2020
SUBJECT: Plan Review, Mountain Lake Heating/Fuel, LLC, 28 South Street;
Map 7414Z, Lot 53; (2020-16)

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

- *Condominium Site Plat prepared for Mountain Lake Heating/Fuel, LLC, prepared by Richard D. Bartlett & Associates, LLC, dated June 15, 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.**

General Comments

1. Lot 7414Z-47 is shown as 26 South Spring Street, City records indicate this is actually 29 South Spring Street, please revise.
2. Note 1, "station" is spelled incorrectly.
3. The individual units shall each be serviced off of the existing 18 inch sanitary sewer main located in South Street. Rim and invert elevations for SMH 2638 shall be provided per Minor Site Plan checklist 15.04 Proposed Site Plan (13) Municipal Sewer.
4. As City records indicate that the existing sanitary sewer service is 6" vitrified clay pipe laid circa 1900, the pipe should be evaluated for current condition.
5. The individual units shall each be serviced off of the existing 12 inch water main located in South Street. Fire suppression is required for the conversion from 2 to 3 units, per Site Plan Regulations 28.04 (1). An appropriately sized ductile iron water service should be run to the building with the individual domestic services tapped off same. The existing ¾" copper pipe, circa 1944, should be discontinued at the main.

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

6. The proposed 3 unit condominium building will generate less than 35 vehicle trip ends on a week day and, therefore, meets the criteria for the Planning Board to approve a reduce width driveway in accordance with Article 28-7-11 (g) of the Zoning Ordinance. Site Plan Regulation 18 requires the driveway should be widened to a minimum of 20' wide (two way traffic) or 14' wide (one way traffic), per. It also appears that the existing radii at the public street interface do not meet the minimum of 10 feet. Additional permitting through Planning or a variance from the ZBA may be required.
7. Provide a note on the plan specifying the material the parking lot expansion will be constructed of. If an impervious surface is to be constructed, provide storm water improvement measures to ensure surface waters are not entering the City Right of Way or abutting private properties. Viewing the provided contours, elevation 276 is the low point and will be draining north to property #26/26 ½ South St. Spot grades shall be shown on the plans. Provide a note indicating 4" painted white demarcation lines.
8. It appears that there is an existing paved walkway servicing the north side of the house that a portion of which is on property of #26/26 ½ South Street. This should either be removed or an easement recorded with the abutter.
9. Is any lighting proposed for the parking lot? If so, all efforts should be made to provide screening to prevent spillover to surrounding properties, per Concord Zoning Ordinance 28-7-7(j).
10. In accordance with Site Plan Regulations, 12.03(2), A New Hampshire Licensed Professional Engineer shall prepare, sign and seal all plans where grading, drainage and utility information is proposed.
11. Per Site Plan Regulations 18.21, snow storage areas should be designated on the Site and Grading Plans. Please make sure that these areas represent reality and do not interfere with storm sewers, lighting, landscaping, etc. or result in snowmelt running across the abutting properties.
12. Include construction driveway and utility construction details in compliance with City of Concord Construction Standards, latest edition.
13. Per Site Plan Regulations 12.09, prior to the issuance of a Certificate of Occupancy, digital as-built drawings shall be provided conforming to the City's Engineering Division's As-Built checklist.
14. Per Site Plan Regulations 26.01 and Code of Ordinances 28-4-2, in the RD district a 5' minimum buffer meeting the requirements of the Regulation and Ordinance shall be provided around the parking lot to mitigate impacts to abutters.

Re: Review Comments (2020-16)
Mountain Lake Heating/Fuel, LLC, 28 South Street
Date: 7/1/2020

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. Excavation Permit (for work within the ROW)
 - b. Utility Connection Permits (sewer and water services)
 - c. Driveway Permit
3. 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)