



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

February 17, 2021

Project Summary – Minor Subdivision

Project: 462 Josiah Bartlett Road – Minor Subdivision (2021-03)
Property Owners: KRJ Finance, LLC
Address: 462 Josiah Bartlett Road
Map/Block/Lot: 44-Z37

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 to subdivide a 14.6-acre lot into three residential lots with Lot 1 consisting of the existing single-family home, Lot 2 proposed for construction of a single-family home, and Lot 3 which is not proposed for development at this time.

Project Details:

Existing Lot Area: 4.756 ac (207,106 sf)
Zoning: Medium Density Residential (RM)
Existing Use: Single Family Residence
Lot Size Required: 40,000 sf
Lot Size Proposed: **Lot 1:** 40,025 sf (0.9188 ac)
Lot 2: 40,221 sf (0.9233 ac)
Lot 3: 556,229 sf (11.1158 ac)
Lot Frontage Required: 200'
Lot Frontage Provided: **Lot 1:** 216'
Lot 2: 375'
Lot 3: 530'
Building Setbacks Required: 25' front; 50' rear; 15' side
Building Setbacks Provided: 25' front; 50' rear; 15' side

1. General Comments

- 1.1 The following comments pertain to the 3-sheet plan set titled "Witcher Frontage Subdivision KJR Finance, LLC" prepared by TF Moran, dated January 20, 2021.
- 1.2 Please see the comments from the Engineering Division under a separate memo.

2. Technical Review Comments

- 2.1 Identify the zoning districts on the Location Map, in accordance with Section 12.04(8) of the Subdivision Regulations (SDR).
- 2.2 Provide a scale between 1" = 1,000' and 1" = 2,000' for the Vicinity Plan on the cover page, in accordance with Section 12.05 (SDR).
- 2.3 Provide a scale with a minimum of 1" = 400' for the Location Plans on the Existing Conditions page and the Subdivision Plan, in accordance with 12.04 (SDR).
- 2.4 Provide abutter's property lines on the Location Plans, in accordance with Section 12.04(3) (SDR).
- 2.5 Provide a useable area rectangle for Lot 2, in accordance with Section 19.05(4) (SDR).
- 2.6 Provide the lot lines and locations of buildings for the abutting lots, in accordance with Section 12.08(1) (SDR).
- 2.7 Staff recommends relocating the well for Lot 2 as the swale which handles drainage from Josiah Bartlett Road runs very close to it and could contaminate the well water.
- 2.8 A Certified NH Wetlands Scientist must stamp the plans where wetlands are delineated, in accordance with Section 12.07 (SDR).
- 2.9 Provide the Planning Board approval block below on the Subdivision plat:

<h1 style="margin: 0;">APPROVED</h1> <p style="font-size: small; margin: 0;">UNDER THE PROVISIONS OF R.S.A. 674:35 & 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> <p style="font-size: x-small; margin: 0;">Approval of this plan is limited to the lots as shown</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px solid black; text-align: center; padding-top: 5px;">Chair</td> <td style="width: 50%; border-top: 1px solid black; text-align: center; padding-top: 5px;">Clerk</td> </tr> </table>		Chair	Clerk
Chair	Clerk		

3. Recommendations

- 3.1 **Grant Minor Subdivision approval** for the three-lot minor subdivision at 462 Josiah Bartlett Road, 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 Engineering Comments to the satisfaction of the Engineering Division.
 - (3) Traffic and recreation fees shall be assessed for any construction on lots contained within this approved subdivision. The impact fees and procedures shall be those in effect at the time of the issuance of a building permit as set forth in the City of Concord Code of Ordinances, Title IV, Subdivision Code: Chapter 29.2, Public Capital Facilities Impact Fee Ordinance. The specific fees assessed are those contained in Section 29.2.1-1 Assessment and Collection; subsection (b) Computation of the Amount of Impact Fees; Table 2, Recreational Facilities Impact Fee per Variable Unit; and Table 3, Transportation Facilities Impact Fee per Variable Unit.
 - (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

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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: Gary Lemay P.E., Associate Engineer
DATE: 2/10/2021
SUBJECT: Minor Subdivision Plan Review, 462 Josiah Bartlett Road;
Map 44, Lot Z37; (2021-003)

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

- *Minor Subdivision Plans*, Witcher Frontage Subdivision, prepared by TFM, dated January 20, 2021 (received on January 22, 2021)

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 or addresses each of these comments and discusses any additional changes to the plans.**

Cover Sheet, Existing Conditions Plan, and Subdivision Plan

1. All of the Map and Lot numbers are incorrect; the correct notation is Tax Map 44Z Lot 37. The letter "Z" goes with the map number, not the lot number. This includes lot numbers in the title blocks, within the plan view, and within the notes.

Cover Sheet

2. Within the Vicinity Plan, please 1) change J. Bartlett Rd. to Josiah Bartlett Rd.; 2) label the public road known as Welcome Drive; 3) label the public road known as Sheep Davis Rd (a.k.a. NH Route 106); 4) label the public road known as Haines Rd.; and 5) label the town line between Concord and Pembroke.

General Comments

3. How was the right-of-way line of Josiah Bartlett determined?
4. The existing residence is incorrectly labeled as #463 Josiah Bartlett Road.
5. Please indicate the westerly right-of-way line of Josiah Bartlett Road and the right-of-way line of Welcome Drive.

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

6. Is the building setback line along Sheep Davis Road considered a rear setback or a front setback?
7. New Lot 2 will have an address of 456 Josiah Bartlett Road. Please add this information to the lot within the plan view.
8. Per subdivision regulation 12.07, the wetland scientist shall sign and seal the existing conditions plan and subdivision plat.
9. Per subdivision regulation 23.11 and 23.12, the plans should include memorializing an easement through the natural swale via a 25-foot-wide (minimum) drainage easement for the benefit of the City carrying the runoff from the Josiah Bartlett Road culvert near Welcome Drive to the edge of the property.
 - a. The potential drainage easement may conflict with the proposed placement of the drinking water well and the associated well radius easement. Please relocate the well to be outside of the above-mentioned drainage easement.
 - b. If proposed Lot 3 is further developed in the future, the City is open to discussions about relocating the drainage easement at that time.
 - c. A drainage easement deed should be submitted for City review; a sample deed can be supplied upon request.
10. The following notes should be added to the subdivision plan:
 - a. Driveway construction for each new lot will require a City of Concord driveway permit, and shall adhere to: a) the City of Concord Construction Standards and Details, and b) section 20.09 of the Subdivision Regulations.
11. All utilities for the new lots need to be installed underground in accordance with Section 26.02(1) of the City of Concord Subdivision Regulations. Engineering would support a waiver of this requirement for proposed Lot 2, as there is existing overhead utility infrastructure along the frontage of Josiah Bartlett Road.
12. Engineering understands that driveway specifics will be finalized upon submission of a driveway permit and building permit, however please consider the following in case they impact the proposed property boundary layout.
 - a. While not required per City subdivision regulations in this instance, the Applicant should consider designing a turnaround on the proposed Lot 2 driveway to avoid having to back into the roadway.
 - b. The proposed driveway must meet AASHTO sight distance guidelines per subdivision regulation 20.09 (7) without relying on clearing trees or vegetation on neighboring properties.

State/Federal Permits

The project will require the following state and/or federal permit(s) associated with the site design:

- NHDES Subdivision Approval
- NHDES Septic 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 or issuance of any building permits on these lots (unless otherwise noted).

1. The monumentation for the proposed lot lines will need to be set (prior to recording the plan).
2. The following permit(s) will need to be obtained from the Engineering Services Division:
 - a. Driveway Permit – prior to any driveway or building construction, or site work (to establish temporary driveway access, if needed)