



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: Concord Stables (2021-01)
Property Owners: Concord School District
Address: 111 ½ Warren Street
Map/Block/Lot: 41/1/7

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 Concord School District and City of Concord are requesting a minor subdivision in accordance with RSA 674:54 to separate the historic Concord Stable building from the parking lot between Warren and Pleasant Street. The attached plans show the Concord Stable on its own lot, fronting on Warren Street, and encompassing the drive aisle to the east of the building and 9 parking spaces immediately to the south of the building.

Project Details:

Existing Lot Area:	3.7 ac (161,265 sf)
Zoning:	Institutional (IS)
Existing Use:	Parking Lot
Proposed Use:	Museum and Parking Lot
Lot Size Required:	25,000 sf
Lot Size Proposed:	22,654 sf <i>Variance Pending</i>
Lot Frontage Required:	150'
Lot Frontage Provided:	49.5' <i>Variance Pending</i>
Lot Coverage Permitted:	75%
Lot Coverage Provided:	Not Delineate <i>Variance Pending</i>
Building Setbacks Required:	30' front; 30' rear; 25' side
Building Setbacks Provided:	Not Delineated <i>Variance Pending</i>

1. General Comments

- 1.1 The following comments pertain to the 1 sheet plan set titled "Subdivision Plan of the land of the Concord School District prepared by Richard Bartlett & Associates, LLC dated January 2021.
- 1.2 Please see the comments from the Engineering Division under a separate memo.

2. Conditional Use Permit

The applicant has requested a Conditional Use Permit per Article 28-7-11 Alternative Parking Arrangements (a) *Off-site Parking* of the Zoning Ordinance.

The Proposed Lot hosting a museum use would require 15 parking spaces. As proposed, the lot would comprise 9 spaces and make up the remaining 6 spaces, plus an additional space to be converted into the required accessway for an accessible space, via a parking easement to the benefit of the museum.

The applicant owns both lots and this CUP would not result in a nonconformity for the parent lot and the proposed off-site parking spaces will be within 20 feet of the stables building. For this reason and the fact that applicant has provided a complete CUP narrative, **Staff supports this CUP.**

3. Waivers

3.1 The applicant has requested waivers from the following Sections of the Subdivision Regulations (SDR):

- 12.03(5) Wetlands
- 12.07 Wetland Delineation
- 12.08(3) Topography
- 12.08(5) Natural Features
- 12.08(d) Useable Land

The applicant states that there are no changes proposed to the site and that the mapping of the requested waivers would not enhance the application. Staff agrees and recognizes that the proposed and parent lots are already developed and this subdivision would have little to no impact on how the area functions from a drainage perspective. For these reasons, **Staff supports these waivers.**

4. Technical Review Comments

4.1 Dimension the encroachment into the setbacks.

4.2 Provide coverage calculations for the new and parent lots.

4.3 General Services has indicated that the sewer service has been plugged. This will need to be addressed prior to the issuance of a Certificate of Occupancy.

5. Recommendations

5.1 **Grant the Conditional Use Permit** per Article 28-7-11 Alternative Parking Arrangements (a) *Off-site Parking* of the Zoning Ordinance, given the applicant has provided a complete CUP narrative, the proposed off-site spaces are very close to the building they will serve, and that the CUP will not result in a non-conformity for the parent lot.

5.2 **Grant the following waivers** from the Subdivision Regulations given the site is already developed and there are no proposed changes to the site, 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:

- 12.03(5) Wetlands
- 12.07 Wetland Delineation
- 12.08(3) Topography
- 12.08(5) Natural Features
- 12.08(d) Useable Land

5.3 **Grant Minor Subdivision approval** for the two-lot minor subdivision at 111 ½ Warren Street, 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 Review Comments, to the satisfaction of the Engineering Division.
- (3) The applicant shall submit a variance application and appear before the Zoning Board of Adjustment to apply for 4 counts of relief from Article 28-4-1(h) for setbacks, frontage, lot size, and coverage as applicable.
- (4) Waiver(s) and Conditional Use Permit(s) granted are to be noted and fully described on the plan including date granted and applicable Section/Article number(s) of the Subdivision Regulations/Zoning Ordinance. Should the Board vote to deny the waiver(s) or Conditional Use Permit(s), the applicant shall comply with said submission requirement(s).
- (5) 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.
- (6) The Licensed Land Surveyor shall sign and seal 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.

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
Paul Gendron, L.L.S., City Surveyor

DATE: 2/2/2021

SUBJECT: Minor Subdivision Plan Review, 111 ½ Warren Street – Concord School District;
Map 41, Block 1, Lot 7; (2021-001)

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

- Subdivision Plat of the Land of the Concord School District, prepared by Richard D. Bartlett & Associates, dated January 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.**

Subdivision Plans

1. Per Subdivision Regulation 12.02 (1), the date shall have the seal and signature of the licensed professional who prepared the plat.
2. The date in the title block says "January, 2021"; please add the specific date of the plan to the title block.
3. Please note the size and material of the water service as 3" with material unknown. Engineering can provide the tie card for this property with additional specifics if necessary.
4. Please note the size and material of the sewer service for the property, which is 5" vitrified clay from the street to the sewer manhole, and 6" PVC from the manhole to near the 1.5 story brick building; the final 11.5 feet of the service is 6" ductile iron (class 52) pipe. Engineering can provide the tie card for this property with additional specifics if necessary.

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

Re: Subdivision Review Comments (2021-001)
Concord School District, 111 ½ Warren Street
Date: 02/02/2021

5. Engineering would recommend adding a note specifying which lots each of the proposed access easements are for the benefit of.
6. The address of the building to be subdivided will be 111 1/2 Warren Street. Please change the title block from 111.5 Warren Street to 111 1/2 Warren Street.
7. Within the plan view in the building, the note states 1.5 story, however, Note 7 states 2.5 story. Please clarify.
8. Please show the bearing and distance of the westerly side of the access easement to be retained by the CSD across the parcel to be conveyed to the City.
9. Please show the bearings and distances of the access easement for the benefit of the City across land to be retained by the CSD.
10. Please show the bearing and distance of subject property along the east line of Map 41, Block 1, Lot 1.
11. On the south side of Pleasant Street, the abutting parcel shown as Map 38, Block 1, Lot 1 is now known as Map 7323Z, Lot 7.
12. It appears that the CSD owns a separate tract of land between 113 and 117 Warren Street known as Map 41, Block 1, Lot 5. The deed reference is Book 1947, Page 1963. This parcel should be shown as an abutting parcel? It appears to be shown correctly on the Location Map.
13. Please add a 12.5' wide sanitary sewer easement to the east side of the sewer service encumbering the land to be retained by the CSD, on the east side of the parcel to be conveyed to the City. Please note which lot the sanitary sewer easement will be for the benefit of.

Post-Approval/Pre-Construction Items

The following items will need to occur prior following Planning Board approval:

1. The monumentation for the proposed lot lines will need to be set prior to recording the plan.