



Heather Shank  
City Planner

# CITY OF CONCORD

*New Hampshire's Main Street™*  
**Community Development Department**

## Planning Board

February 17, 2021  
Project Summary – Major Site Plan

Project Name: Coronis (2020-50)  
Owner: Martin & Mary Jane Coronis  
Address: 264-266 North State Street  
Map/Block/Lot: 58Z/16

### **Determination of Completeness:**

Determine this application complete and as part of the motion, determine that the project does not meet the criteria for a Development of Regional Impact (DRI), per RSA 36:55.

Determine whether to grant the applicant's waiver request to Section 6.03(2)(c) of the Site Plan Regulations (SPR), to hold the public hearing at the same meeting as the determination of completeness. The applicant met with staff on January 7, 2021 to discuss the project in depth and was able to address several issues identified by staff; therefore, **staff supports this waiver**.

If the waiver is granted, open the public hearing.

### **Project Description:**

The applicant is requesting Major Site Plan approval for the conversion of a 4-unit dwelling to a 5-unit dwelling with parking and drainage improvements.

### **Project Details:**

Zoning:	Urban Transitional (UT)
Existing Use:	4-unit dwelling
Proposed Use:	5-unit dwelling
Lot Area Required:	10,000 sf
Lot Area Provided:	19,862 sf ( ac)
Lot Frontage Required:	80 feet
Lot Frontage Provided:	96 feet
Lot Coverage Max:	75%
Existing Coverage:	38%
Lot Coverage Proposed:	59%
Building Setbacks Required:	15' front, 25' rear, 10' side
Building Setbacks Provided:	34' front, 107' rear, 14' side

### **1. General Comments**

1.1 The following comments pertain to the 11-sheet plan set titled "The Fire House" prepared by

Keach-Nordstrom Associates, LLC, dated December 10, 2020 and revised through January 29, 2021.

- 1.2 Comments from the Engineering Services Division are provided in the attached memo.
- 1.3 The application appeared before the Architectural Design Review Committee (ADRC) on February 2, 2021. The Committee recommended approval with the suggestion that the two trees proposed to be cut down in the back of the house be replaced around the parking lot.

## **2. Technical Review Comments**

- 2.1 The Location Plan shall have a minimum scale of 1" = 400' and depict abutters' property lines and zoning district designations and boundaries, in accordance with Section 12.04 of the Site Plan Regulations (SPR).
- 2.2 Provide an area tabulation for the steep slopes in the back of the lot, in accordance with Section 15.03(23) (SPR).
- 2.3 The shared "in" driveway will need an access easement across the entire width allowing shared access by 268 and 266 North State Street.

## **3. Landscape Plan Comments**

- 3.1 One shade tree is required for every 2,000 sf of parking area. Given over 4,000 sf of parking area is proposed, a third tree is required in accordance with Article 28-7-10(d) of the Zoning Ordinance (ZO).

## **4. Recommendations**

**Should the Board vote to grant the waiver to Section 6.03(2)(c) (SPR), staff has the following recommendations:**

- 4.1 **Grant ADR approval** for the site layout and landscaping subject to the ADRC's recommendation that the two trees proposed to be cut down in the back of the house be replaced around the parking lot. This will also satisfy the requirement for an additional tree.
- 4.2 **Grant Major Site Plan** approval for the proposed conversion of a 4-unit dwelling to a 5-unit dwelling at 266 and 268 North State Street in the Urban Transitional (UT) District, 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) Provide at least one shade tree adjacent to the parking lot in the rear of the building.
    - (3) Waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Site Plan Regulations. Should the Board vote to deny the waiver(s), the applicant shall comply with said submission requirement(s).
    - (4) Final plans shall be signed and sealed by the NH Registered Land Surveyor, Landscape Architect, and Professional Engineer.
    - (5) 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) 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.
- (3) 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.
- (4) 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

*S:\Plan\Development Review\Project Files\2020\2020-50\_Coronis266NState\_SPR\Reports & Letters*



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**Community Development Department**

David Cedarholm, PE  
City Engineer

**MEMORANDUM**

**TO:** Sam Durfee, Senior Planner  
**FROM:** Gary Lemay P.E., Associate Engineer  
**DATE:** February 11, 2021  
**SUBJECT:** Major Site Plan Review, 264-266 North State Street;  
Map 58Z, Lot 16; (2020-50)

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

- *Minor Site Plan*, The Fire House, prepared by Keach Nordstrom Associates, Inc., dated December 10, 2020 and revised on January 29, 2021 (received on January 29, 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.**

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**Site Plans**

**Existing Conditions Plan (Sheet 1)**

1. All previous comments have been addressed to Engineering's satisfaction.

**Residential Site Plan (Sheet 2 )**

2. Engineering acknowledges the ADA-accessible path to the building, and Note 29 on the residential site plan about future potential conversion of the entrance stairs to a ramp if needed; Engineering will defer to Code Administration on the need for any further improvements regarding building accessibility.
3. Please add a callout on sheet 2 or sheet 6 showing where the building's water service will be cut and abandoned at the main; Engineering can provide a tie card approximating the location upon request.
4. The van-accessible handicap space and adjacent aisle are the correct overall width (16 feet in total), however please note the space shall be striped 11 feet wide and the access

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[engineering@concordnh.gov](mailto:engineering@concordnh.gov)

aisle should be striped 5 feet wide (minimum). They are currently each shown as 8 feet wide.

5. All other previous comments have been addressed to Engineering's satisfaction.

### **Grading and Drainage Plan (Sheet 3 of 3)**

6. All other previous comments have been addressed to Engineering's satisfaction.

### **Drainage Report**

7. It appears that the neighboring properties may contribute runoff to this property that was not included in the drainage analysis for this site. The Site Plan Regulations, Section 22.01 state that "Site plans shall provide for the passage of runoff from abutting properties." Please revise the drainage analysis to include the runoff from abutting properties, and adjust the site plan as necessary to account for it. Please also see Section 22.12 of the Site Plan Regulations.
8. All other previous comments have been addressed to Engineering's satisfaction.

### **General Comments**

9. Please add a note or callout to the Site Plan indicating that the sewer service shall be lined.
10. All other previous comments have been addressed to Engineering's satisfaction.

### **Post-Approval/Pre-Construction Items**

The following items will need to occur prior to the start of construction (unless otherwise noted).

1. Prior to engineering sign-off on the building permit:
  - a. 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.
  - b. A fire protection engineer shall provide, on their letterhead, a document certifying that the new proposed water service line is adequately sized and designed for the proposed site conditions, including addressing whether domestic water is also tapped off of the same line.
  - c. Please coordinate with Engineering on address assignment for the new unit.
2. The monumentation for the proposed lot lines will need to be set prior to engineering sign off on the Certificate of Occupancy (CO).
3. Engineering has received a copy of the sewer lining video from Eastern Pipe Service. General Services and Engineering has reviewed the video and agrees that the existing sewer service is able to be lined in lieu of a full replacement. Prior to engineering sign-

off on the Certificate of Occupancy, the sewer line shall be lined under the following conditions:

- a. There was a substantial amount of sand in the service line due a break near the building foundation; when the pipe is cleaned for lining this sand will land in the City sewer main. To mitigate this, the Contractor shall clean the sewer main between sewer manhole 941 and 942 within 24 hours of cleaning and lining the sewer service at the property.
  - b. There is an obstruction (possibly an irrigation line) obstructing and piercing the sewer service line approximately 67 feet upstream of the intersection with the sewer main; this obstruction must be removed prior to any lining activity.
  - c. The City will not require a cleanout at the property line if the lining extends all the way to the City sewer main in North State Street, but it must not project in or obstruct the sewer main in any way.
  - d. A post-cleaning, pre-lining video shall be submitted to Engineering, as well as a post-lining video showing the sewer service improvements.
4. Please work with the Code Administration Division for any permits needed from that office, as appropriate.
  5. The following permit(s) will need to be obtained from the Engineering Services Division:
    - a. Driveway Permit
    - b. Excavation Permit (for work within the ROW)
    - c. Utility Connection Permits (water service(s) and sewer service lining – one permit for each connection)
  6. The contractor shall submit a Temporary Traffic Control Plan (TTCP) for all work in and adjacent to the City ROW that will require lane closures or occur adjacent to the edge of road. (submit to Engineering for review and approval a minimum of two weeks prior to the pre-construction meeting)
  7. Performance surety (letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at \$5,000 (min. amount) based on a <0.25 ac disturbance area. The surety shall be established prior to scheduling the pre-construction meeting.
  8. Performance surety (bond, letter of credit, or cash deposit) for work within the right-of-way. An engineer's cost estimate, based on the current NHDOT weighted average unit prices, should be submitted a min. of two weeks prior to scheduling the pre-construction meeting. The surety shall be established at least one week prior to the pre-construction meeting.
    - a. Engineering can provide a template sheet for calculating this surety upon request.

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9. 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 and itemized cost estimate should be submitted a minimum of two weeks prior to scheduling the pre-construction meeting for use in establishing the deposit amount. The deposit shall be submitted at least a week prior to the pre-construction meeting.
  - a. Please contact Engineering for a spreadsheet to estimate the initial fee deposit (this is only an estimate as the fee will be based on actual time spent by Engineering inspectors for this project).
10. Water and Sewer Investment Fees may need to be paid; please check with General Services as applicable.
11. Shop drawings/submittals should be submitted to Engineering for the proposed water, sewer, and drainage improvements.
12. Prior to the construction of any future site improvements the applicant/owner should consult the Planning Division to determine if Site Plan Approval will be required.
13. Upon completion of construction the contractor shall submit as-built drawings to the Engineering Services Division. A copy of the as built drawing requirements will be provided at the preconstruction meeting.
  - a. The as-built shall include references (including recorded book/page) to the new easements proposed as part of these design plans.