



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

June 16, 2021

Project Summary – Minor Subdivision

Project: 24 & 26 Brookwood Drive – Minor Subdivision (2021-19)
Property Owners: Marcus & Katherine Weeks and Raymond & Elizabeth Fuentes
Address: 24 & 26 Brookwood Drive
Map/Block/Lot: Map 43 Lots Z8 and Z9

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 a lot line adjustment between 24 and 26 Brookwood Drive to bring lot improvements into conformity with zoning setbacks.

Project Details:

Existing Lot Area: **24:** 0.94 ac (40,885 sf)
 26: 1.29 ac (56,073 sf)

Zoning: Medium Density Residential (RM) Cluster Subdivision

Existing Use: Single Family Residence

Lot Size Required: 20,000 sf

Lot Size Proposed: **24:** 0.94 ac (40,885 sf)
 26: 1.29 ac (56,073 sf)

Lot Frontage Required: 100'

Lot Frontage Provided: **24:** 174'
 26: 120'

Building Setbacks Required: 25' front; 25' rear; 15' side

Building Setbacks Provided: 25' front; 25' rear; 15' side

1. General Comments

- 1.1 The following comments pertain to the 1-sheet plan set titled "Map 43, Lot Z-8 & Z-9 24 & 26 Brookwood Drive prepared by Allen and Major Associates, Inc., dated April 30, 2021.
- 1.2 Please see the comments from the Engineering Division under a separate memo.

2. Waivers

- 2.1 The applicant has requested waivers from Sections 12.08(3) *Existing Topography* and 12.08(23)(c) *Tabulations* stating that no further development is proposed, the land areas to be swapped are equal

in area, and the purpose for the adjustment is to make the lot improvements conform to zoning setbacks. Staff agrees with the applicant's rationale; therefore, **Staff supports these waivers.**

3. Technical Review Comments

- 3.1 Provide a note stating the purpose of the plan, in accordance with Section 12.02(3) – Appendix B (SDR) of the Subdivision Regulations (SDR).
- 3.2 Provide a scale with a minimum of 1" = 400' for the Location Map and showing lot lines of the properties in question and abutters, streets, zoning districts, and water bodies, in accordance with 12.04 (SDR).
- 3.3 Provide a Vicinity Map with a scale between 1" = 1,000' and 1" = 2,000' and showing street, water bodies, city limits, and other significant features, in accordance with Section 12.05 (SDR)
- 3.4 Provide the Planning Board approval block below on the Subdivision plat:



4. Recommendations

- 4.1 **Grant the waivers** from Sections 12.08(3) *Existing Topography* and 12.08(23)(c) *Tabulations* stating that no further development is proposed, the land areas to be swapped are equal in area, and the purpose for the adjustment is to make the lot improvements conform to zoning setbacks.
- 4.2 **Grant Minor Subdivision approval** for the lot line adjustment at 24 and 26 Brookwood Drive, 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) Waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Subdivision Regulations. Should the Board vote to deny the waiver(s), the applicant shall comply with said submission requirement(s).
 - (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) 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.
 - (7) 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

S:\Plan\Development Review\Project Files\2021\2021-19_26_Brookwood_MIS\Reports & Letters



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David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Gary Lemay P.E., Associate Engineer
DATE: June 7, 2021
SUBJECT: Minor Subdivision Plan Review, 24-26 Brookwood Lot Line Adjustment
Map 043Z, Lots 8 and 9; (2021-019)

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

- *Lot Line Adjustment Plan of Land*, prepared by Allen and Major Associates, Inc., dated April 30, 2021 (received on May 7, 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.**

General Comments

1. Please add the well and septic field location to the plan for 26 Brookwood Drive, similar to how they are shown for 24 Brookwood Drive.
2. Per Subdivision Regulation 24.05, please confirm the location of any well protection easements on either of the affected properties (24 or 26 Brookwood Drive).
 - a. It appears the well for 24 Brookwood is within 75 feet of the property line, meaning a 75-foot well protection easement should be provided on 26 Brookwood. It's not clear where the well is for 26 Brookwood; a similar protective easement may be needed on 24 Brookwood.
 - b. If well protection easements exist (from any of the neighboring properties, not just 24 and 26 Brookwood), please add them to the plan;
 - c. If no well protection easements exist, please prepare 75-foot buffer well protection easement documents, add them to the plan, and have them recorded concurrent with the final subdivision/lot line adjustment plans.

Re: Review Comments (2021-019)
24-26 Brookwood Lot Line Adjustment
Date: 6/7/2021

3. Per Subdivision Regulation 25.04, please add the 4,000 sq. ft. septic drain field area to each of the impacted properties showing that the adjusted lots can still accommodate a future replacement septic system.
4. All of the map and lot references should be revised. 24 Brookwood Drive is Map 043Z, Lot 9 and 26 Brookwood Drive is Map 043Z, Lot 8. The map and lot reference needs to be corrected in the title block, within the Locus References, the Notes, and within the Plan View. Specifically within the plan view:
 - a. The parcel owned by Weeks should be Map 043Z, Lot 9;
 - b. The parcel owned by Fuentes should be Map 043Z, Lot 8; the parcel owned by Meyers should be Map 043Z, Lot 2;
 - c. The parcel owned by Brookwood Subdivision should be Map 062Z, Lot 26;
 - d. The parcel owned by Bristol should be Map 043Z, Lot 3; 1Z-11;
 - e. The parcel owned by Russo should be Map 043Z, Lot 7;
 - f. The parcel owned by Mongan should be Map 043Z, Lot 10.

Post-Approval/Pre-Construction Items

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

1. The monumentation for the proposed lot lines will need to be set prior to recording the plan.
2. The 75-foot well protection easements, if needed should be recorded concurrently with the final approved plan.