



# City of Concord

## Agenda Planning Board

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Wednesday, August 20, 2025

7:00 PM

City Council Chambers  
37 Green Street  
Concord, NH 03301

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1. **Call to Order**

2. **Roll Call**

3. **Approval of Meeting Minutes**

Planning Board meeting minutes - July 16, 2025

**Attachments:** [Minutes](#)

4. **Agenda Overview**

***\*\*Consent Agenda\*\****

5. **Design Review Applications by Consent**

- 5A. Advantage Signs and Judy Hampe request an additional architectural design review approval for two 8-square-foot externally illuminated panels (SP-0593-2025 and SP-0595-2025), to replace existing panels in an existing freestanding sign, at 35 Pleasant St in the Civic Performance (CVP) District. (2025-062/2025-063) (PL-ADR-2025-0099/0100)

**Attachments:** [2025-062 Application](#)  
[2025-062 Record of Recommendation](#)

- 5B. Wilcox & Barton, on behalf of WB4 LLC, requests architectural design review approval to install solar panels on the south-facing roof at 2 Home Street in the Opportunity Corridor Performance (OCP) District. (2025-090) (PL-ADR-2025-0114)

**Attachments:** [2025-090 Application](#)  
[2025-090 Record of Recommendation](#)

- 5C. BigSky Solar, LLC, on behalf of Crisis Center of Central New Hampshire and FKA Merrimack County Task Force Against Domestic Violence, requests architectural design review approval to install solar roof panels at 4 Blake Street in the Civic Performance (CVP) District. (2025-096) (PL-ADR-2025-0115)

**Attachments:**    [2025-096 Application](#)  
                              [2025-096 Record of Recommendation](#)

- 5D. Signarama of Concord, on behalf of Nordic Notes & Notions, requests architectural design review approval for a new 6.5-square-foot non-illuminated window graphic sign (SP-0603-2025) and a 1.25-square-foot non-illuminated door graphic sign (SP-0604-2025) at 3 N. Main Street in the Central Business Performance (CBP) District.

**Attachments:**    [Application](#)  
                              [Record of Recommendation](#)

- 5E. The Sign Gallery, on behalf of the New Hampshire Department of Education and the New Hampshire Department of Administrative Services, requests architectural design review approval for a 54.58-square-foot externally illuminated wall sign (SP-0496-2025), to replace an existing wall sign, a 26.61-square-foot non-illuminated panel (SP-0502-2025) to replace an existing panel in an existing freestanding sign, and a 184-square-foot internally illuminated panel (SP-0503-2025) to replace existing sign panels at 25 Hall St in the Gateway Performance (GWP) District. (2025-073) (PL-ADR-2025-0108)

**Attachments:**    [2025-073 Application](#)  
                              [2025-073 Record of Recommendation](#)

- 5F. Sousa Signs, LLC, on behalf of Daval Realty Associates LLC and Banks Chevrolet, requests architectural design review approval for a 127-square-foot internally illuminated freestanding sign (SP-0608-2025), to reface an existing freestanding sign, at 137 Manchester St. in the Highway Commercial (CH) District (2025-074) (PL-ADR-2025-0109)

**Attachments:**    [2025-074 Application](#)  
                              [2025-074 Record of Recommendation](#)

- 5G. Spectrum Signs & Graphics, on behalf of T&A Holdings LLC and Cheers, requests architectural design review approval for a 54-square-foot internally illuminated wall sign (SP-0610-2025) to replace an existing wall sign at 17 Depot St. in the Central Business Performance (CBP) District. (2025-076) (PL-ADR-2025-0110)

**Attachments:**    [2025-076 Application](#)  
                              [2025-076 Record of Recommendation](#)

- 5H. Spectrum Signs & Graphics, on behalf of Capital Region Health Care Corporation and Concord Hospital, requests architectural design review approval for a 30-square-foot internally illuminated freestanding sign (SP-0611-2025) to replace an existing freestanding sign, and an 84-square-foot internally illuminated sign (SP-0612-2025) to replace an existing freestanding sign at 250 Pleasant St. in the Institutional (IS) District. (2025-077) (PL-ADR-2025-0111) in conjunction with (PL-CUP-2025-0094 and Case 2025-075)

**Attachments:**    [2025-077 Application](#)  
                              [2025-077 Record of Recommendation](#)

- 5I. Mark Cusson and Turn One Graphics, on behalf DSM MB I LLC, Adam Seligman, and SD Cabinetry, request architectural design review approval for a new 40-square-foot internally illuminated wall sign (SP-0613-2025) at 100 Fort Eddy Road in the Gateway Performance (GWP) District. (2025-078) (PL-ADR-2025-0112)

**Attachments:**    [2025-078 Application](#)  
                              [2025-078 Record of Recommendation](#)

- 5J. NEOPCO Signs, on behalf of PFP Associates LTD Partnership and the medical eye center, requests architectural design review approval for two 36-square-foot externally illuminated roof signs (SP-0614-2025 and SP-0615-2025) to replace two existing roof sign panels, and an 11-square-foot non-illuminated wall sign (SP-0616-2025) to replace an existing wall sign panel at 24 Bridge St. in the Opportunity Corridor Performance (OCP) District. (2025-089) (PL-ADR-2025-0113)

**Attachments:**    [2025-089 Application](#)  
                              [2025-089 Record of Recommendation](#)

## **6. Determination of Completeness Items by Consent**

- 6A. Gallagher, Callahan & Gartrell, PC and Cafua Realty Trust CXXXIX LLC request approval for a major site plan application, architectural design review, and certain waivers from the Site Plan Regulations for construction of a new 11,150-square-foot urgent care clinic, at Tax Map Lot 583Z 30, addressed as 161 N State St., in the Urban Commercial (CU) District. (2025-095) (PL-SPR-2025-0046) The application has been continued to September 17, 2025, at the request of the applicant.

## **7. Extensions by Consent**

- 7A. TFMoran and Concord Commitment, LLC request a time extension to the May and June 2023 major site plan, architectural design review, and conditional use permit approvals, extending conditional approval from September 1, 2025, to September 1, 2026, for Phase 1 of a 45,000-square-foot charitable gaming facility at 7 Break O'Day Dr., in the Gateway Performance (GWP) District. (2022-59) (PL-EXT-2025-0023)

**Attachments:**     [2022-59 Staff Memo](#)

***\*\*End of Consent Agenda\*\****

### **Public Hearings**

#### **8.     Design Review Applications**

#### **9.     Site Plan, Subdivision, Conditional Use Permit, and Amendment Applications**

- 9A. Northpoint Engineering, LLC, on behalf of Mark Boucher, requests approval for a major subdivision application and certain waivers from the Subdivision Regulations for a six-lot subdivision, at Tax Map Lot 15P 26/1, unaddressed Elm St, in the Medium Density Residential (RM) District and Open Space Residential (RO) District. (2025-071) (PL-MAS-2025-0012)

**Attachments:**     [2025-071 Staff Report](#)  
                              [2025-071 Plans](#)  
                              [2025-071 Supplemental](#)

- 9B. Spectrum Signs & Graphics, on behalf of Capital Region Health Care Corporation, requests approval for a conditional use permit application to allow an additional freestanding sign, pursuant to Section 28-6-9(c)(4) and Section 28-9-4(b) Conditional Use Permits, at 250 Pleasant Street, in the Institutional (IS) District. (2025-075) (PL-CUP-2025-0094)

**Attachments:**     [20250-075 Staff Report](#)  
                              [2025-075 Plan](#)  
                              [2025-075 Supplemental](#)

- 9C. IMEG, on behalf of Stickney Avenue LLC, requests approval for an amendment to an approved major site plan application to waive certain Construction Standards and Details to allow for installation of monolithic concrete curb and sidewalk and cape cod berm, and to waive the Site Plan Regulations tree-spacing requirement for Lofts 11 at 5, 7, 9, 11, and 13 Stickney Ave. (2022-78) (PL-AMEND-2025-0017)

**Attachments:**    [2022-78 Amendment Staff Report](#)  
                          [2022-78 Amendment Request](#)  
                          [2022-78 Waiver Criteria](#)  
                          [2022-78 Amended Civil Plans](#)  
                          [2022-78 Amended Landscape Plan](#)

- 9D. Richard D. Bartlett & Associates, LLC, on behalf of Granite Center LLC, requests approval for a minor subdivision application and certain waivers from the Subdivision Regulations for a condo plat, at Tax Map Lot 6443Z 15, addressed as 100-110 N Main St., in the Central Business Performance (CBP) District. (2025-088) (PL-MIS-2025-0042)

**Attachments:**    [2025-088 Staff Report](#)  
                          [2025-088 Plat](#)  
                          [2025-088 Floor Plans](#)  
                          [2025-088 Supplemental](#)

- 9E. Richard D. Bartlett & Associates, LLC, Ryan Taber/Eastern Development, and Liberty Utilities request approval for a conditional use permit application for disturbance to wetland buffers to install a driveway and utilities, pursuant to Section 28-4-3(d) Conditional Use Permits Required for Certain Disturbance of Wetland Buffers and Section 28-9-4(b) Conditional Use Permits, and certain waivers from the Site Plan Regulations, at Tax Map Lot 202Z 21, unaddressed Sewalls Falls Rd., in the Single Family Residential (RS) District and Open Space Residential (RO) District. (2025-091) (PL-CUP-2025-0095)

**Attachments:**    [2025-091 Staff Report](#)  
                          [2025-091 Plan](#)  
                          [2025-091 Criteria](#)

- 9F. Smarmolemi Earth LLC requests approval for a minor subdivision application and certain waivers from the Subdivision Regulations for a three-lot subdivision, at Tax Map Lot 11Z 52, addressed as 138 Snow Pond Rd., in the Open Space Residential (RO) District. (2025-092) (PL-MIS-2025-0043)

**Attachments:**    [2025-092 Staff Report](#)  
                          [2025-093 Application Materials](#)

- 9G. Richard D. Bartlett & Associates, LLC and Seth J. Hipple request approval for a minor subdivision application and certain waivers from the Subdivision Regulations for a two-lot subdivision, at Tax Map Lot 7414Z 127, addressed as 45 Concord St., in the Downtown Residential (RD) District. (2025-093) (PL-MIS-2025-0044)

**Attachments:**    [2025-093 Subdivision Plat](#)  
                          [2025-093 Supplemental](#)  
                          [2025-093 Staff Report](#)

- 9H. The City of Concord requests a public hearing in accordance with RSA 674:54 for a golf course parking lot and clubhouse, at Tax Map Lot 302Z 81, addressed as 1 Beaver Meadow St., in the Open Space Residential (RO) District. (2025-094) (PL-SPR-2025-0045)

**Attachments:**    [2025-094 Staff Report](#)  
                          [2025-094 Civil Plan](#)  
                          [2025-094 Existing Conditions Plan](#)  
                          [2025-094 Architectural Elevations](#)  
                          [2025-094 Supplemental](#)

## **10. Other Business**

- 10A. Eastern Development requests a reduction in impact fees to \$0 for a new duplex at unaddressed Sewalls Falls Rd, identified as Tax Map Lot 202Z 21, and a new duplex at 3 Palm St, pursuant to Section 29.2-1-2(b)(9) of the Zoning Code.

**Attachments:**    [2025-08-15 Taber Impact Fee Report FINAL](#)  
                          [Request - unaddressed Sewalls Falls Rd](#)  
                          [Request - 3 Palm St](#)

- 10B. Provide recommendation to City Council for ordinance amending the Code of Ordinances, Title IV, Zoning Codes; Chapter 28, Zoning Ordinance, by amending Article 28-2, Zoning Districts and Allowable Uses, by amending Section 28-2-4(k), Table of Accessory Uses, Use #13, Accessory Dwelling Unit; Article 28-5, Supplemental Standards, Section 28-5-52 Single-Family Detached Dwellings with One (1) Accessory Dwelling Unit (ADU); Article 28-9, Administration and Enforcement, Article 28-9-4 Decisions by the Planning Board, Section 28-9-4(f) Architectural Design Review; and the Glossary.

**Attachments:**    [Report to Planning Board](#)  
                          [Ordinance](#)  
                          [House Bill 577 \(2025\)](#)

## **Adjournment**

**Information**

- i. Report for August 20, 2025 - Minor Revisions to Approved Site Plans

**Attachments:** [Report](#)

- ii. Architectural Design Review Committee meeting minutes - August 5, 2025

**Attachments:** [Minutes](#)

Next regular monthly meeting is Wednesday, September 17, 2025

Note: To review meeting agendas please visit the City's Website, [www.concordnh.gov](http://www.concordnh.gov), or view the notice posted at City Hall.

All City of Concord public meetings are accessible for persons with disabilities. Any person who feels that he or she may be unable to participate in a City of Concord public meeting due to a disability should, to the extent possible, call (603) 225-8515 at least 48 hours prior to the meeting so that a reasonable accommodation can be arranged.

For meetings held in the City Council Chambers, any person who is unable to access the upper level of the Council Chambers to address the City Council or any other public body may use the podium and/or microphone located at the lower level of the Council Chambers. Other reasonable accommodations may be available upon request.