

City of Concord Planning Board
January 17, 2024
Minutes

The regular monthly meeting of the City Planning Board was held on January 17, 2024, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

Attendees: Chair Richard Woodfin, Members Jeff Santacruce, Amanda Savage, David Fox, Matthew Hicks, Teresa Rosenberger (Ex-Officio for City Manager), Alternates Chiara Dolcino and Frank Kenison

Absent: Mayor Byron Champlin

Staff: AnneMarie Skinner (Assistant City Planner), Alec Bass (Senior Planner), Krista Tremblay (Administrative Specialist II), Peter Kohalmi (Associate City Engineer), and Matt Walsh (Deputy City Manager – Development)

1. Call to Order

Chair Woodfin called the meeting to order at 7:00 p.m.

2. Welcome and Introduction by Chair

Chair Woodfin recognized the attendance of alternates Chiara Dolcino and Frank Kenison. Chair Woodfin noted that Susanne Smith-Meyer and Carol Foss were not re-appointed and thanked them both for their 20-plus years of service to the Planning Board. There will be a special day in the future to honor them. They did a great job for the City and they will be missed. There will be a new Council representative starting next month once Council approves everyone on the new docket.

3. Roll Call

Chiara Dolcino, Frank Kenison, David Fox, Jeff Santacruce, Amanda Savage, Teresa Rosenberger, Matthew Hicks and, Chair Richard Woodfin.

4. Approval of Meeting Minutes

On a motion made by Mr. Fox, and seconded by Mr. Hicks, the Board voted in favor of approving the December 20, 2023, Planning Board meeting minutes, as written. Motion passed, with Mr. Santacruce, Ms. Dolcino and Mr. Kenison abstaining due to being absent from the December 20, 2023 meeting.

5. Agenda Overview

Chair Woodfin stated that agenda items 9a and 9b have been continued to February 21, 2024.

6. Design Review Applications by Consent

- 6A. Victoria Poland, on behalf of Stephen Duprey, requests ADR approval for a new 90 sf non-illuminated free-standing sign at the intersection of North State Street and Horseshoe Pond Lane in the Institutional (IS) District.

Mr. Santacruce requested to have this application pulled from the consent agenda.

Ms. Skinner read agenda application 6A into the record.

Mr. Santacruce expressed concern that the plan does not indicate the height to the bottom of the sign and there is a MUTCD requirement of a seven-foot minimum and offset from the curb line to the edge of the sign and the post has to be a minimum of two feet per MUTCD.

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Chair Woodfin clarified the requirement for the height of the bottom of the sign.

Mr. Santacruce said the requirement is not less than 7 feet and the curb cannot be closer than two feet to the edge of the sign.

Chair Woodfin asked Mr. Bass if okay with those recommendations.

Mr. Bass recommend including a condition of approval that the sign be compliant with MUTCD standards.

Mr. Santacruce made a motion to approve with the condition that the sign be compliant with MUTCD standards.

Chair Woodfin asked if any one from the audience had comments. Seeing none, Chair Woodfin closed the public hearing.

Mr. Fox seconded. All in favor. Motion passed unanimously.

- 6B. Signarama of Concord requests ADR approval for one (1) new 30.66 sf internally illuminated pylon sign, two (2) new 18.88 sf externally illuminated wall signs and five (5) non-illuminated window signs of 0.44 sf, 4 sf, 0.5 sf, 0.5 sf and 2.25 sf at 249 Sheep Davis Road in the Gateway Performance (GWP) District.

On a motion made by Ms. Savage, and seconded by Mr. Hicks, the Board voted unanimously by consent to approve application 6B with the stipulation that the phone number be removed from the pylon sign.

- 6C. Harvey Signs, on behalf of Capital City Kia, requests ADR approval for a new 38.28 sf internally illuminated wall sign and a new 22.02 sf internally illuminated wall sign at 158 Manchester Street in the Highway Commercial (CH) District.

On a motion made by Ms. Savage, and seconded by Mr. Hicks, the Board voted unanimously by consent to approve application 6C. All in favor. Motion passed unanimously.

- 6D. Sign Source, on behalf of Craft Market, requests ADR approval for a new 31.2 sf internally illuminated and a new 14.7 sf internally illuminated pylon tenant panels at 75 Fort Eddy Road in the Gateway Performance (GWP) District.

On a motion made by Ms. Savage, and seconded by Mr. Hicks, the Board voted unanimously by consent to approve application 6D, with the ADR stipulation that an opaque background be placed behind the white or that the sign have a black background with white letters. All in favor. Motion passed unanimously.

- 6E. Julia Mehrmann, on behalf of Glow, requests ADR approval for a new 1.11 sf non-illuminated window sign and a new 6 sf internally illuminated window sign at 57 North Main Street (2 Capital Plaza) in the Central Business Performance (CBP) District.

- 6F. Josh Philbrick, on behalf of Care Counseling Services, requests ADR approval for a new 15.96 sf externally illuminated wall sign at 47 North Main Street in the Central Business Performance (CBP) District.