



AnneMarie Skinner, AICP
City Planner

CITY OF CONCORD
New Hampshire's Main Street™
Community Development Department
Planning Division

Planning Board

May 21, 2025

Record of Architectural Design Review Committee Recommendations

RE: May 6, 2025 Architectural Design Review Committee meeting.

Sign Application

Sousa Signs, on behalf of Arts Alley, LLC, and The Friendly Toast, requests an architectural design review recommendation for a new 52.96-square-foot internally illuminated canopy mounted wall sign (SP-0538-2025), and two new 0.95-square-foot non-illuminated window door signs (SP-0539-2025 and SP-0540-2025) at 20 South Main St in the Central Business Performance (CBP) District. (2025-43) (PL-ADR-2025-0087)

Recommend that the Planning Board approve the application as submitted with the condition that the vertical brace of the sign be painted to match the anodized aluminum of the sign cabinet.

Section 28-9-6 (d) *Record of Recommendation*. A written record of the recommendation of the Design Review Committee shall be forwarded to the Planning Board. The record shall state whether the project or permit is recommended for approval or disapproval, include any recommendations for conditions of approval, and state the reasons for recommending disapproval, if such is the Committee's recommendation.

Section 28-9-6(c) *Standards for Recommendations*. In developing its recommendations, the Design Review Committee shall utilize the criteria set forth in the Architectural Design Guidelines as adopted and most recently amended by the Planning Board. The current design guidelines were revised by the Planning Board on April 12, 1991.

Section 28-9-4(f)(6) *Standards for Review*. In the process of reviewing a project or permit for the purpose of making a decision thereon, the Planning Board shall take in to consideration the following:

- a. The criteria set forth in the Architectural Design Guidelines as adopted and most recently amended by the Planning Board;
- b. The goals and recommendations contained in the Master Plan, as most recently amended;
- c. The purposes of this ordinance and of the several districts established herein;
- d. The recommendations of the Design Review Committee;
- e. Reports of the City Departments;
- f. Reports, graphics, and other relevant materials together with information presented at the hearing by the applicant and the applicant's agents; and
- g. Reports, graphics, and other relevant materials together with information presented at the hearing by anyone who can demonstrate that they are directly affected by the application.