

City of Concord Planning Board
July 16, 2025 - Draft
Minutes

The regular monthly meeting of the Concord Planning Board was held on July 16, 2025, at 7:00 p.m., in City Council Chambers at 37 Green St, Concord.

Attendees: Dina Condodemetraky, David Fox, Matthew Hicks, Teresa Rosenberger (Ex-Officio for City Manager), Jeff Santacruce, Amanda Savage, Councilor Brent Todd, and Chair Richard Woodfin

Absent: Mayor Byron Champlin, Alternate Chiara Dolcino, and Alternate Frank Kenison

Staff: AnneMarie Skinner (City Planner), Alec Bass (Assistant City Planner – Community Planning), Krista Tremblay (Administrative Technician III), and Peter Kohalmi (Associate City Engineer)

1. Call to Order

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

2. Roll Call

The Clerk of the Planning Board, AnneMarie Skinner City Planner, did the roll call, noting that a quorum is present.

3. Approval of Meeting Minutes

On a motion made by Member Santacruce seconded by Councilor Todd, the Planning Board voted to approve the June 18, 2025, Planning Board meeting minutes, as written. The motion passed.

4. Agenda Overview

Member Hicks moved, seconded by Member Condodemetraky, to continue agenda item 6A to a date certain of August 20, 2025, at the request of the applicant. All in favor. The motion passed unanimously.

5. Architectural Design Review by Consent

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted unanimously to approve agenda items 5A-5I as submitted, subject to the recommendations of the Architectural Design Review Committee. All in favor. The motion passed unanimously.

- 5A. Massa Multimedia Architecture, on behalf of Wal-Mart Real Estate Business Trust, requests architectural design review for a relocated 20-square-foot internally illuminated wall sign (SP-0552-2025), a relocated 21-square-foot internally illuminated wall sign, (SP-0553-2025), a new 10.26-square-foot non-illuminated wall sign (SP-0554-2025), a new 23.35-square-foot non-illuminated wall sign (SP-0555-2025), a new 34.84-square-foot non-illuminated wall sign (SP-0556-2025), a new 27.49-square-foot non-illuminated wall sign (SP-0557-2025), a new 47.11-square-foot non-illuminated wall sign (SP-0558-2025), a new 32.86-square-foot internally illuminated wall sign (SP-0559-2025), a new 88.94-square-foot internally illuminated wall sign (SP-0560-2025), a 37.28-square-foot internally illuminated wall sign (SP-0561-2025) to replace an existing wall sign, an 88-square-foot internally illuminated freestanding sign panel (SP-0563-2025) to replace an existing freestanding sign panel, and a 72-square-foot internally illuminated freestanding sign panel (SP-0564-

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2025) to replace an existing freestanding sign panel, at 344 Loudon Rd in the Gateway Performance (GWP) District. (2025-049) (PL-ADR-2025-0089)

The Planning Board voted to approve the application as submitted.

- 5B. Brian Soulard and Dusk, LLC, on behalf of State Pleasant Street, LLC, request architectural design review for a 16-square-foot internally illuminated projecting building sign panel (SP-0569-2025), to replace the panel of an existing internally illuminated projecting building sign at 26 Pleasant St in the Central Business Performance (CBP) District. (2025-066) (PL-ADR-2025-0102)

The Planning Board voted to approve the application as submitted.

- 5C. Advantage Signs, on behalf of Eurofins and Concord Antrim Avenue Real Estate Inc, requests architectural design review for a 35-square-foot internally illuminated freestanding sign panel (SP-0562-2025), to replace a panel on an existing freestanding sign cabinet, at 51 Antrim Ave in the Industrial (IN) District. (2025-068) (PL-ADR-2025-0105)

The Planning Board approved the application as submitted with the condition that an opaque background be provided in accordance with Section 5.4(C) of the Architectural Design Guidelines.

- 5D. NEOPCO, on behalf of Hoyle Tanner and Pleasant & Green, LLC, requests architectural design review for a 12-square-foot non-illuminated freestanding sign (SP-0580-2025), to replace an existing freestanding sign and using the existing granite posts at 50 Pleasant St in the Civic Performance (CVP) District. (2025-057) (PL-ADR-2025-0097)

The Planning Board voted to approve the application as submitted.

- 5E. Signarama of Concord, on behalf of Aroi Thai Cuisine and Paisano's Realty LLC, requests architectural design review for a new 7.83-square-foot non-illuminated building wall sign (SP-0596-2025) and a new 2.9-square-foot externally illuminated projecting sign (SP-0597-2025), mounted on an existing bracket, at 55 S Main St in the Central Business Performance (CBP) District. (2025-065) (PL-ADR-2025-0102)

The Planning Board voted to approve the application as submitted.

- 5F. KC Signs, on behalf of American National Insurance and NH Farm Bureau Federation, requests architectural design review for a 20-square-foot sign externally illuminated freestanding sign panel (SP-0583-2025), to replace an existing freestanding sign panel, and a 23-square-foot non-illuminated building wall sign (SP-0584-2025) to replace an existing building wall sign at 295 Sheep Davis Rd in the Gateway Performance (GWP) District.

The Planning Board voted to approve the application as submitted.

- 5G. Parlor Salon and Berat Holdings, LLC, request architectural design review for a 5.2-square-foot externally illuminated projecting building sign (SP-0588-2025) to relocate and replace the existing sign at 58 and 62 N Main St in the Central Business Performance (CBP) District. (2025-064) (PL-ADR-2025-0101)

The Planning Board voted to approve the application as submitted.

- 5H. Bailey Signs, on behalf of Nothing Bundt Cakes and Carrier Place, LLC, requests architectural design review for a 16.14-square-foot internally illuminated building wall sign (SP-0601-2025) to replace an existing building wall sign, at 273 Loudon Rd in the Gateway Performance (GWP) District. (2025-068) (PL-ADR-2025-0106)

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- 5I. Judy Hampe, requests architectural design review for an existing non-permitted 2.72-square-foot non-illuminated projecting sign (SP-0591-2025), an existing non-permitted 2.25-square-foot non-illuminated projecting sign (SP-0592-2025), an 8-square-foot externally illuminated freestanding sign panel (SP-0593-2025) to replace an existing freestanding sign panel, and an 8-square-foot externally illuminated freestanding sign panel (SP-0595-2025), to replace an existing freestanding sign panel, at 35 Pleasant St in the Civic Performance (CVP) District. (2025-062/2025-063) (PL-ADR-2025-0099/0100)

The Planning Board approved the applications with the following conditions: that the two existing non-permitted sign applications (SP-0591-2025 and SP-0592-2015) be approved as submitted; that the Planning Board continue the applications SP-0593-2025 and SP-0595-2025 to the date certain of August 20, 2025 for not being complete, as changes to freestanding sign panels structure proposed are not reflected in a rendering to review; and with the suggestion that the site address be included on the freestanding sign frame.

6. Determination of Completeness Items by Consent

- 6A. 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) The applicant requested to continue this application to a date certain of August 20, 2025.

Member Hicks moved, seconded by Member Condodemetraky, to continue agenda item 6A to a date certain of August 20, 2025, at the request of the application. All in favor. The motion passed unanimously.

7. Extensions by Consent

- 7A. Mark Kitner, on behalf of Kalapa Realty Trust, requests a time extension to the July 19, 2023, conditionally approved major site plan, extending conditional approval from July 19, 2025, to July 19, 2026, for 61 Borough Rd, in the Medium Density Residential (RM) District and Single-Family Residential (RS) District. (2022-44) (PL-EXT-2025-0021)

Member Fox made a motion to **grant a one-year extension** from the July 19, 2023, conditionally approved major site plan, extending conditional approval from July 19, 2025 and set the new expiration date to July 19, 2026.

Member Condodemetraky seconded. All in favor. The motion passed unanimously.

- 7B. Gallagher, Callahan & Gartrell, PC, on behalf of Onyx Steeplegate Concord, LLC, requests a time extension to the July 17, 2024, conditionally approved amendment to a major site plan, extending conditional approval from July 17, 2025, to July 17, 2026, for 270 Loudon Rd, in the Gateway Performance (GWP) District. (2024-039) (PL-EXT-2025-0020)

Member Fox made a motion to **grant a one-year extension** from the July 17, 2024, conditionally approved amendment to a major site plan, extending conditional approval from July 17, 2025, and set the new expiration date to July 17, 2026.

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Member Condodemetraky seconded. All in favor. The motion passed unanimously.

- 7C. Richard D. Bartlett & Associates, LLC, on behalf of Thomas and Allison Kuepper, requests a time extension to the July 17, 2024, conditionally approved two-lot subdivision, extending conditional approval from July 17, 2025, to July 17, 2026, for 61 Mountain Rd, in the Single-Family Residential (RS) District. (2024-043) (PL-EXT-2025-0022)

Member Fox made a motion to **grant a one-year extension** from the July 17, 2024, conditionally approved two-lot subdivision, extending conditional approval from July 17, 2025, and set the new expiration date to July 17, 2026.

Member Condodemetraky seconded. All in favor. The motion passed unanimously.

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

Public Hearings

8. Architectural Design Review Applications

- 8A. Signarama of Concord, on behalf of Home In Hand and Harold E & Judith A Ekstrom, requests architectural design review for a 10-square-foot non-illuminated freestanding sign panel (SP-0577-2025), to replace an existing freestanding sign panel and using the existing posts, at 15 Green St in the Civic Performance (CVP) District. (2025-056) (PL-ADR-2025-0096)

Mr. Bass stated the application went to the Architectural Design Review Committee, but that the applicant had been informed since the time of the submittal that there were some changes done to the sign frame posts and they were not level. Since then, the leveling has been addressed and the applicant has revised rendering to show the Planning Board.

Ms. Price (249 Sheep Davis Rd, Concord) is present to represent this application. Ms. Price stated when she submitted the application she submitted with what were the existing sign posts. Ms. Price thought they were going to keep the posts. Ms. Price noted when she went to install the temporary banner the posts were different and off level. The Architectural Design Review Committee did not like the posts, and neither did she. Ms. Price stated after the meeting she addressed the off-level posts with the sign owner, and the posts are now level.

Councilor Todd noted part of the recommendation was that the site address be included on the frame. Mr. Bass stated that was a suggestion, not a recommended condition. Mr. Bass noted there are fire regulations that dictate where street numbers are to be placed.

Chair Woodfin noted the street numbers were on the old frame and suggested a recommendation they put it back on the top.

Ms. Price stated they can do that.

Chair Woodfin open the public hearing for comment. There was no member of the audience that

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wished to speak on this application.

Member Santacruce noted there was a recommendation about the post needing to be painted and he is not clear on the final recommendation.

Mr. Bass stated the application was submitted with the rendering showing the existing white posts, with only a change to the panel, not the posts. During the Architectural Design Review Committee public hearing, Ms. Price noted that she had just discovered that the owner had removed the existing white posts and installed new posts that were unpainted.

Chair Woodfin asked if the intent is to paint the posts.

Mr. Bass stated the Board can have that conversation and make any conditions.

Member Santacruce noted there are comments from Architectural Design Review Committee that it needs to be painted or stained to have a more finished look and level the posts.

Chair Woodfin noted the posts are level.

Member Hicks asked if they are pressure-treated posts.

Ms. Price answered yes.

Member Santacruce noted there are no regulations that it has to be painted.

On a motion made by Member Hicks, seconded by Member Santacruce, the Planning Board approved the application as submitted in the revised application, dated June 25, 2025. All in favor. The motion passed unanimously.

8B. Advantage Signs, on behalf of Steve Duprey and Pierce Manse, requests architectural design review for a new 90-square-foot sign non-illuminated freestanding sign (SP-0599-2025) at Tax Map Lot 583Z 8, an unaddressed N State St at the intersection of Horseshoe Pond Ln and North State St, in the Institutional (IS) District. (2025-067) (PL-ADR-2025-0104)

Mr. Bass stated this sign went before Architectural Design Review Committee and Planning Board about a year ago. The approval expired before they were able to install the sign, so they brought it back forward. Mr. Bass noted at the time it originally was approved, the sign met MUTCD regulations. It went back through Architectural Design Review Committee this month and they recommended some other conditions placed on the sign as outlined in the report. Mr. Bass stated the applicant would like to discuss the recommended conditions with the Planning Board.

Steve Duprey (49 South Main St Suite 202, Concord) is present to represent this application. Mr. Duprey stated he is trying to help the Pierce Manse get a better sign at the corner of North State Street. Right now, they put out a sandwich board to let the public know they are open. Mr. Duprey stated they had to receive a license from the city because it is a city park. Once they received the license they had to get insurance. It was approved and it was delayed a year. Mr. Duprey stated Architectural Design Review Committee came back with recommendations and Mr. Duprey wants to

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explain why the recommendations are not appropriate. Mr. Duprey noted in application there is a fancy scroll below the main part of the sign. Mr. Duprey noted the intent of the scroll is to tie into the historical period. Mr. Duprey stated the Architectural Design Review Committee recommended they remove the scroll. Mr. Duprey stated he does not have a problem with that at all. Mr. Duprey noted there was a suggestion that the sign be high enough so that the seven-foot clearance fit. Architectural Design Review Committee wanted to bring the sign down and get rid of the “open” or “closed” plaques. Mr. Duprey noted they do not want to do that because the purpose of the sign is to prevent people from driving down the street in a residential neighborhood if Pierce Manse is not open. Mr. Duprey stated they need an “open” and “closed” sign. They want to put the open and closed up in the main part of the sign and have a sliding metal device that will be high. However, someone can use a stick to slide the “open” or “closed” plaque. They would move the hours up to the main part of the sign.

Chair Woodfin asked if they will get rid of the scroll.

Mr. Duprey stated get rid of the scroll.

Member Rosenberger asked what will the slider be made of.

Mr. Duprey stated the same material as the sign, and it will match.

Chair Woodfin stated it will be interesting to see what happens in the winter.

Mr. Duprey stated they are not open in the winter. They are open from Memorial Day until some time in October.

Member Santacruce asked how big is the panel and will it be the same height as the hours and open sign.

Mr. Duprey answered yes.

Mr. Bass noted the application is at nine feet. Mr. Bass stated Architectural Design Review Committee only wanted it to meet the minimum requirements to drop down for better eye level.

Member Santacruce asked if the preference is the nine feet even though Architectural Design Review Committee is asking for seven feet.

Mr. Duprey answered yes.

Member Rosenberger asked about the nine feet

Member Santacruce noted the nine feet is from the ground.

Member Savage went back to the open, closed and the height was tied into someone getting on a ladder. That was why there was a request to bring it down to seven feet. Member Savage noted the new solution is better.

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Councilor Todd asked why the recommendation of removing the scroll.

Member Hicks noted because they thought it was distracting, but Member Hicks does not think it is distracting.

Councilor Todd stated he is not against increasing the height.

Chair Woodfin asked if there is any member of the audience that wishes to speak on this application and with no response, closed the public hearing. Chair Woodfin asked if there can be leeway given on the scroll if it is the sign, open and closed, and the hours.

Member Santacruce stated he would keep the sign, scroll and panel at the bottom with the nine feet from the bottom of the sign.

Chair Woodfin noted it will break it up a little so the open stands out.

Member Santacruce noted cars farther back can see from a greater distance.

Mr. Duprey stated by putting the open and the hours in the main part of the sign above the scroll you will not have the posts in the middle.

Member Rosenberger asked if about leaving it the way Architectural Design Review Committee wanted without the scrolling. Member Rosenberger stated it will much cleaner.

Member Fox agreed.

Member Santacruce asked if the panel is a part of the upper sign if they change the hours you will have to replace the entire sign.

Mr. Duprey answered yes.

Member Santacruce asked if they considered having a bolt on.

Mr. Dupery answered yes.

Member Santacruce stated he would recommend that because that way if the open and closed breaks or you change the hours you will not have to take down the entire sign.

Member Fox asked if the scroll is eliminated or not.

Chair Woodfin said the scroll is eliminated.

On a motion made by Chair Woodfin, seconded by Member Condodemetraky, the Planning Board approved the application as submitted with the following conditions: the bottom of the lowest sign shall have a 9-foot clearance from the ground; the decorative scrolling metal below the larger sign shall be removed; and, the overall sign panel shall be enlarged to allow the "OPEN", "CLOSED", and the hours of operation text to be embedded on the overall sign panel, to be placed below the arrow,

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with an operating sliding panel added to cover over “OPEN” or “CLOSED” accordingly. All in favor. The motion passed unanimously.

- 8C. Green Bear Signs, on behalf of The Soapery Off Main and Hedges Property Holdings, LLC, requests architectural design review for a 31-square-foot sign internally illuminated building wall sign (SP-0589-2025) to replace an existing building wall sign and a 20-square-foot projecting sign (SP-0590-2025), to replace an existing projecting sign, at 32 N Main St in the Central Business Performance (CBP) District.

Mr. Bass stated this application went before the Architectural Design Review Committee, and the applicant had indicated that both signs would be internally illuminated. Architectural Design Review Committee recommended an approval for an opaque background to meet both design guidelines and the zoning ordinance. The sign needs to have a darker background than the font or an opaque background if it is internally illuminated. The applicant has since stated they do not plan to internally illuminate the signs. Mr. Bass thought it was important to pull the sign from consent because if it had been approved with consent they would have had to put the opaque background regardless. Mr. Bass is recommending to revise the Architectural Design Review Committee’s recommendation to approve the application as submitted with the condition that an opaque background shall be provided on any sign which becomes internally illuminated.

No one is present to represent this application.

Member Santacruce asked if that clarifies if they decide to externally illuminate the sign.

Mr. Bass stated only internally illuminated.

Member Santacruce noted the applicant does not want to internally illuminate the sign. However, Member Santacruce wanted to make it clear to the applicant that does not mean they can externally illuminate without coming back to the Planning Board.

Chair Woodfin asked what is the requirement for lighting.

Mr. Bass noted the applicant has to state what they are doing and construct what was presented. Mr. Bass stated they can approve the application as submitted with the condition that the signs are non-illuminated and if they become internally illuminated an opaque background is required.

On a motion made by Member Santacruce, seconded by Member Fox, the Planning Board approved the application as submitted with the condition that an opaque background shall be provided on any sign which becomes internally illuminated, leaving just the red lettering text “Soapery” illuminated at night in accordance with Section 5.4(C) of the Design Guidelines and Section 28-6-9(e)(2) of the Zoning Ordinance, and that if the sign is to be externally illuminated, a new sign permit application will be required. All in favor. The motion passed unanimously.

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

- 9A. Zachary Letourneau, on behalf of McCarthy Family Trust of 2021, requests approval for a minor subdivision application and certain waivers from the Subdivision Regulations for a two-lot

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subdivision, at Tax Map Lot 92Z 4, addressed as 227 Garvins Falls Rd, in the Medium Density Residential (RM) District and Open Space Residential (RO) District. (2025-060) (PL-MIS-2025-0041)

Ms. Skinner stated the project is a basic two-lot subdivision. The existing lot has a house. They want to split a small portion to sell and then build a new house. Ms. Skinner noted they worked back and forth to have a complete application and they have everything addressed. They received a variance from the zoning board of adjustment for the dimensional standards that are needed to approve the lot.

On a motion made by Member Savage, seconded by Councilor Todd, the Board voted to determine the application complete, not a development of regional impact, per RSA 36:55, and open the public hearing. All in favor. The motion passed unanimously.

Zachary Letourneau (253 Page Rd, Dublin) and Kevin McCarthy (227 Garvins Falls Rd, Concord) are present to represent this application.

Mr. Letourneau stated Ms. Skinner and Mr. Bass have been incredibly helpful during the entire process to make sure things go smoothly.

Chair Woodfin stated they are great.

Mr. Letourneau stated this is pretty cut and dried. Mr. Letourneau stated they went to zoning board a couple months ago for a variance for lot dimensions. Mr. Letourneau noted Mr. McCarthy does not intend to build on the lot, but will sell it. They are leaving it to the purchaser to provide storm water controls, driveway location, and the location of nonmunicipal utilities.

Chair Woodfin asked if any member of the Board has questions and if any member of the audience has any questions on this application. With no responses or questions, Chair Woodfin asked if staff is okay with the waivers.

Ms. Skinner stated the waivers are good.

Chair Woodfin closed the public hearing.

Chair Woodfin stated the findings of fact include the information provided in the staff reports; the applicant's submission materials; testimony provided during the public hearing; and/or other documents or materials provided in the public hearing.

On a motion made by Member Santacruce, seconded by Member Fox, the Board voted to **grant the waiver requests below** from the listed sections of the Subdivision Regulations, based on the evidence provided showing that the criteria of RSA 674:36(II)(n) and Section 35.08 of the Subdivision Regulations:

- a. Section 12.08(12) *Wells and Septic Systems*, Section 12.08(22) *Abutting Properties*, and Section 15.03(1) *Abutting Property*, to not show the locations of existing wells and septic systems on abutting properties on either the existing conditions plan or subdivision plat outside of being within 75 feet of the subject property;

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- b. Section 15.03(9) *Access and Driveways* and Section 15.03(10) *Site Improvements*, to not show the location of the proposed driveway for the new lot on the subdivision plat and to instead show compliance with driveway regulations as part of the driveway permit application process;
- c. Section 15.03(15) *Other Utilities*, to not show the location and size of proposed underground and overhead nonmunicipal utilities on the subdivision plat and to instead show nonmunicipal utilities as part of the construction process for the new house, to be reviewed administratively; and
- d. Section 26.01 *Nonmunicipal Utilities General Requirements* and Section 26.02 *Nonmunicipal Utilities Design Standards*, from providing underground utilities

All in favor. The motion passed unanimously.

On a motion made by Member Santacruz, seconded by Member Condodemetraky, the Board voted to **grant minor subdivision approval** for the two-lot subdivision of 227 Garvins Falls Rd, subject to the following precedent and subsequent conditions:

- (a) **Precedent Conditions** – to be fulfilled within one year and prior to signature of the final plat by the Planning Board Chair and Clerk, unless otherwise specified:
 - 1. For compliance with the Subdivision Regulations, revise the subdivision plat as follows:
 - a. Per Section 12.02(4) and Section 15.03(17) *Conditions of Planning Board Approval*, the current note shall be revised to add the public hearing date of July 17, 2025.
 - b. List all granted waivers on the subdivision plat, using the identical language used in Item 9.2(a) through (d).
 - 2. Per Section 13.01(6) *State and Federal Permits*, Section 13.02(10) *State and Federal Permits*, and Section 24.06 *State and Federal Permits*, the applicant shall obtain all state and federal permits where required, conform to the requirements and conditions of all state and federal permits in addition to the Subdivision Regulations, and provide a copy of any application made to and permit received from a state or federal agency required for the approval of this subdivision. Accordingly, copies of applications to and permits from the New Hampshire Department of Environmental Services for any wells or septic systems on the new lot shall be submitted to the Planning Division, as well as any other state or federal permit applications or permits.
 - 3. Per Section 13.02 *Utility, Drainage, and Slope Easements*, submit for review and approval a utility easement for the proposed wellhead protection area that encroaches onto the adjacent lot.
 - 4. Per Section 13.02(13) *Recording Fees*, the applicant is responsible for the recording fees required by the Merrimack County Registry of Deeds, or the State of New Hampshire, for all plans and documents to be recorded.
 - 5. Per Section 15.02(12) *Registry Requirements*, the applicant is responsible for ensuring that the plat to be recorded complies with the current standards of the Merrimack County Registry of Deeds.
 - 6. Per Section 19.04 *Monuments*, a New Hampshire licensed land surveyor shall place permanent reference monuments in the subdivision, as required in the Subdivision Regulations and as approved by the City Engineer. All monuments shall be inspected by the City of Concord. All such monuments shall be set flush with the proposed grade and

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planted in such a manner that they will not be removed by frost. All monuments shall be properly set prior to the time of the release of the performance guarantee per the Subdivision Regulations. Recognizing that a performance guarantee will not be required for this two-lot subdivision, all monuments shall be set prior to the Clerk's signature on the plat for recording, and in accordance with Section 19.04(1) *Street Right-of-Way Monuments*, Section 19.04(2) *Lot Monuments*, and Section 19.04(3) *Boundaries and Blazing of Conservation Easements*, as applicable.

7. Per Section 28.07 *Wetland Buffer Marking*, wetland buffers shall be clearly and permanently marked before construction. Recognizing that there will be no overall subdivision construction (i.e., public improvements, common private infrastructure), all wetland buffers shall be clearly marked prior to final approval.
 8. Upon notification from the Planning Division that the subdivision plat complies with Planning Board precedent conditions, the Zoning Ordinance, and Subdivision Regulations, the applicant shall deliver to the Planning Division one mylar of the subdivision plat for signature by the Planning Board Chair and Clerk of the Planning Board, and subsequent recording. In addition, a paper copy of the existing conditions plan shall be delivered for signature by the Planning Board Chair and Clerk of the Planning Board. Both the subdivision plat and existing conditions plan shall contain the signature and seal of the appropriate licensed professionals as outlined in Section 12.03 and Section 15.02(1) of the Subdivision Regulations.
- (b) **Subsequent Conditions** – to be fulfilled as specified:
1. The applicant is responsible for compliance with the municipal code, Subdivision Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted.
 2. Per Section 4.03, no building permit or certificate of occupancy shall be issued for any parcel or plat of land which was created by subdivision after the effective date of, and which is not in conformity with, the provisions of the Subdivision Regulations.
 3. Per Section 9.08(10) *Building Permits and Certificates of Occupancy*, no building permit shall be issued within a subdivision until the plat has been approved, the conditions of plat approval have been satisfactorily addressed, and the plat recorded in the Merrimack County Registry of Deeds.
 4. Per Section 19.01 *Conformance to Applicable Laws, Rules, and Regulations*, all subdivision applications shall comply with all applicable state statutes and federal law and all rules and regulations promulgated in accordance with such statutes and laws; the zoning and health ordinances, building and housing codes, and all other applicable ordinances and regulations of the City of Concord; and the Master Plan, Official Map, and CIP of the City of Concord.
 5. Per Section 20.09 *Residential Single-Family Driveways*, each lot shall have safe, independent, and direct access from a public street. The driveway serving a new house shall have a slope no greater than 10%; a landing area at the intersection of the driveway and public street with a minimum length of 20 feet and a slope not exceeding 2%; minimum width of 10 feet and maximum width of 24 feet; driveway separation of 40 feet from existing and proposed driveways and intersections; maximum length of 1,000; and conformance to sight distances set forth in the most recent edition of the AASHTO Highway Safety Design and Operations Guide. As part of the driveway permit application for the new lot, a driveway plan shall be submitted showing compliance with the Zoning Ordinance, Section 20.09 Residential Single-Family Driveways, and the

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Concord Construction Standards and Details, noting that the strictest requirement holds in case of conflict between regulations.

6. Per Section 24.06 *State and Federal Permits* and Section 25.05 *State and Federal Permits*, the applicant shall obtain all state and federal permits where required and shall conform to the requirements and conditions of all state and federal permits in addition to the requirements contained in the Subdivision Regulations and Concord Construction Standards and Details.
7. Per Section 26.01 *General Requirements*, all subdivisions shall make adequate provision for nonmunicipal utilities as may be necessary and appropriate for the subdivision. The applicant is responsible for all coordination with the utility companies to assure that nonmunicipal utilities are installed in accordance with plans approved by the Planning Board pursuant to the Subdivision Regulations. With the approved waiver from this section, administrative approval shall be required once the location of the nonmunicipal utilities is determined and shown on the plan. As applicable, approval from the Poles and Wires Committee may also be required prior to administrative approval.
8. Per Section 28.03 *Land Clearing Restriction*, no trees shall be removed from any subdivision nor any change of grade of the land affected, until approval of the subdivision plat has been granted.
9. Per Section 28.07 *Wetland Buffer Marking*, wetland buffers shall be clearly and permanently marked during and after construction on the land proposed for subdivision. Building permits shall not be issued until the wetland buffers are marked.

All in favor. The motion passed unanimously.

- 9B. Keach-Nordstrom Associates, Inc., on behalf of Parmenter Place, requests approval for major site plan, architectural design review, and certain waivers from the Site Plan Regulations, to add eight additional attached dwelling units to the existing development, at Tax Map Lot 392Z 22, addressed as 15 Parmenter Rd, in the Neighborhood Residential (RN) District. (2025-046) (PL-SPR-2025-0044)

Ms. Skinner stated the applicant has worked with staff to present a complete application with the waivers requested. Ms. Skinner noted there are two waivers they are not in favor of approval. Ms. Skinner stated the Planning Board can go with staff recommendations or not. There are 25 existing attached dwellings on the site now and they want to add an additional eight. Ms. Skinner did an analysis of the zoning ordinance for attached dwelling developments and it complies with all of the zoning ordinance, and with conditions of approval and waivers it will comply with the site plan regulations.

On a motion made by Member Savage, seconded by Councilor Todd, the Board voted to determine the application complete, not a development of regional impact, per RSA 36:55, grant the waiver to have the determination of completeness and public hearing in the same meeting, and open the public hearing. All in favor. The motion passed unanimously.

Matt Peterson (10 Commerce Park, Bedford) and Julie Palmeri (32 Spruce) are present to represent this application. Mr. Peterson stated they are here for an expansion to add eight units. Currently on site now there are 25 units. They did resurvey the property. Mr. Peterson stated there is demo plan in the back to remove trees. The site is cleared around the property lines. They will put in eight units on the back. There are eight units at the end of the street. They want to add a loop road around the back

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to add the eight units. The site plan shows the parking spaces, snow storage, drainage, and retaining wall due to the grade changes. They are affordable housing so there are no basements. The grading plan shows a slope in the back that goes up. There is an underground detention for underground drainage. There is a detention pond at the end of the development. They made sure the pre and post numbers meet the requirements. The site is served by sewer and water utilities. There is a gas line and will have underground electric. Mr. Peterson noted the lighting plan will have carriage lanterns that are dark sky. Mr. Peterson stated they are doing their best so you would not know the difference between what is there now and the new units they are installing.

Chair Woodfin noted there are four ADA spots and asked if there is a location for other ADA spaces.

Mr. Peterson stated this was completed in 2010, and the other ADA spaces are located in the existing parking area, referring to the existing conditions plan.

Chair Woodfin asked about the dumpster pad to have located in the other corner away from the landscape piece.

Ms. Skinner stated they have to put a landscape buffer around the dumpster.

Chair Woodfin asked if there are any questions from the Board.

Member Hicks stated when he drove out there he noticed a slope. Member Hicks asked if the retaining wall will be between the existing building and the new building.

Mr. Peterson stated there are a couple retaining walls and shared the locations.

Member Santacruce asked about the back slope with the rip rap and if it is four to one.

Mr. Peterson stated it is two to one.

Member Santacruce asked about truck turns showing the fire truck can make it around the entire facility.

Mr. Peterson stated they did truck turning movements around there and not sure if a copy was provided to the Board. Mr. Peterson noted that is why they did a loop road.

Member Santacruce noted the sidewalk should connect the upper to the lower.

Mr. Peterson presented two different ways to have the sidewalk.

Member Santacruce asked if there is a connector from the existing eight units back to the remainder of the site.

Mr. Peterson stated the sidewalk now goes all the way in front of the units and comes to this point here.

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Member Santacruce asked where it ends today if showing to that they can connect all the way to the back.

Mr. Peterson will have a crosswalk added.

Member Condodemetraky asked if this is traditional gas and heating, and if there is any solar.

Mr. Peterson stated they have not proposed solar as the location has a slope with trees blocking where these units are going to be located.

Member Santacruce stated he is not worried about the colors matching exactly between the existing and the new, and it's okay if they are a little different.

Chair Woodfin agreed.

Chair Woodfin asked if there is any member of the audience that would like to speak on this application and with no response closed the public hearing.

Chair Woodfin stated the findings of fact include the information provided in the staff reports; the applicant's submission materials; testimony provided during the public hearing; and/or other documents or materials provided in the public hearing.

On a motion made by Member Santacruce, seconded by Member Fox, the Board voted to **grant the waiver requests below** from the listed sections of the Site Plan Regulations, based on evidence provided showing that the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations are met, with the condition that the plans be revised to show the placement of two inches of rigid polystyrene over the drain pipe:

- a. Section 12.03(3) *Plan Certification*, Section 16.02(15) *Landscape Plan*, and Section 27.03 *Landscape Plans*, to allow the landscape plan to be prepared, stamped, and sealed by a New Hampshire licensed professional engineer rather than a New Hampshire licensed landscape architect;
- b. Section 12.03(4) *Plan Certification* and Section 16.03(1) *Preparation*, to provide architectural elevations that are not signed and sealed by the New Hampshire licensed architect who prepared them;
- c. Section 12.06(2) *Easement*, Section 12.06(3) *Existing Restrictions*, Section 15.02(5) *Easements and Restrictions*, Section 15.04(7), Section 15.04(12), and Section 16.02(9), to not provide the existing easements and restrictions on the site plan;
- d. Section 15.03(7) *Buildings and Structures*, to not show the use and exterior dimensions of existing buildings and structures on the existing conditions plan;
- e. Section 15.03(8) *Parking, Loading, and Access*, to not show the location and layout of existing driveways, curb cuts, parking lots, and loading areas, with dimensions and the number of spaces identified by parking bay on the existing conditions plan;
- f. Section 15.03(16) *Signs*, to not show existing signs on the existing conditions plan;
- g. Section 15.03(23) *Tabulations*, to not provide proposed data on the existing conditions plan;

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- h. Section 15.04(10) *Buildings and Structures*, to not show use and exterior dimensions of existing buildings on the site plan;
- i. Section 15.04(21) *Signs* and Section 16.03(11) *Signs*, to not provide sign information on the site plan and architectural elevations;
- j. Section 16.03(9) *Colored Rendering*, to not provide a colored rendering of proposed landscaping at the time of planting and as expected five years after planting;
- k. Section 19.08 *Length of Residential Common Private Drives*, to exceed the 1,000-foot maximum length;
- l. Section 22.02 *Construction Standards*, to utilize a pipe size of 12 inches where 15 inches is required per Section 6.03.F.1 of the Construction Standards and Details; and
- m. Section 22.02 *Construction Standards*, to maintain pipe cover of less than the required four feet per Section 6.03.F.2 of the Construction Standards and Details.

All in favor. The motion passed unanimously.

On a motion made by Member Santacruz, seconded by Member Condodemetrak, the Board voted to **deny the waiver requests below** from the listed sections of the Site Plan Regulations for failure to meet the criteria of RSA 674:44(III)(e) or Section 36.08(1) of the Site Plan Regulations:

- a. Section 15.03(10) *Municipal Utilities*, to not show all municipal utilities information as required on the existing conditions plan; and
- b. Section 21.01, 21.03, and 21.04, to waive the requirement to provide sidewalks on the site and off the site wherever possible.

All in favor. The motion passed unanimously.

On a motion made by Member Santacruz, seconded by Member Hicks, the Board voted to **grant site plan approval** for the construction of eight new attached dwelling units and associated site improvements at 15 Parmenter Rd, as submitted, and subject to the following:

- a. Precedent Conditions – Per Section 7.08(9) *Expiration of Approval*, approved site plans shall meet all precedent conditions and obtain the signature of the Chair and Clerk of the Planning Board within one year of the date of the Planning Board meeting where conditional final approval was granted; otherwise said plans shall be null and void. Upon notification from the Planning Division that the plan set complies with Planning Board conditions, the Zoning Ordinance, Site Plan Regulations, and Construction Standards and Details, the applicant shall deliver to the Planning Division two full-size plan sets for endorsement by the Chair and Clerk of the Planning Board.
 - 1. Unless a specific variance, waiver, or conditional use permit is granted stating otherwise, revise the plan sheet/set to fully comply with the Site Plan Regulations, Zoning Ordinance, and Construction Standards and Details, including but not limited to the following:
 - a. As required by Section 16.02(22) *Construction Details*:
 - i. Detail M-13 from the Construction Standards and Details shall be added to one of the detail sheets, and shall include the color of the light poles.

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- ii. Details L-1, L-2, L-3, L-4, L-6, and L-9 from the Construction Standards and Details shall be added to the detail sheets, and all planting details now shown on the detail sheets shall be removed.
- iii. Sheet 12 – On the vertical granite curb detail, the asphalt thickness must match the driveway and parking lot section detail at 2 ½ inches of binder and 1 ½ inches of wearing course. Replace “pavement depth varies” with “2 ½ inches binder course” to match the driveway and parking lot section detail shown on this sheet.
- iv. Sheet 13 – Replace the utility trench detail with Detail U-1 and the storm drainage trench detail with Detail SD-1. The storm drain trench incorrectly references Detail M-15 instead of Detail R-15 and shall be revised to include Detail R-15 on this sheet.
- v. Sheet 15 – On the water main/service trench detail, replace the reference to Detail M-11 with Detail R-15.
- vi. Sheet 15 – Change the title of the “water pipe crossing insulation detail” to “water pipe crossing storm insulation detail” since water pipe crossing sanitary sewer requires listed force main material nine feet on either side of the crossing, pursuant to Section 5.3.A.9 of the Construction Standards and Details.
- vii. Sheet 17 – The “mortar rubble masonry and concrete headwalls detail” cannot be found on the plans. Show a callout for this detail or remove the detail from this sheet. On the “pipe outlet to flat area with no defined channel detail,” label the outlet structure “Mortar Rubble Masonry and Concrete Headwalls (see Sheet 17).”
- viii. Sheet 17 – The “exfiltration trench detail” cannot be found on the plan view. Show a callout for this detail in the plans or remove the detail for this sheet. Provide a detail of the proposed two-foot diameter outlet structure #83 shown in the “exfiltration trench detail.”
- b. Clearly show and note all proposed sidewalks as complying with the Construction Standards and Details, including a note that specifically states all new sidewalks shall comply with Section 3.02.D and Section 3.03.M, N, and O, of the Construction Standards and Details, shall be a minimum of five feet in width, exclusive of curbing, and shall have a maximum transverse slope of 2%, sloping towards the street, driveway, or parking area.
- c. Show the placement of two inches of rigid polystyrene over the drain pipe per the conditionally granted waiver.
- d. Revise Sheets 5 and 10 as follows:
 - i. Sheet 5 Grading & Drainage Plan – The 2:1 slope on the west side of the project shall be armored with rip rap to ensure the slope holds securely and permanently. Slopes steeper than 3:1 shall include rip rap. A detail of the rip-rapped slope from the Construction Standards and Details shall be provided.
 - ii. Sheet 10 Drainage Profiles – Revise the title of profile “AD#100 to DMH#10” to “AD#110 to DMH#11” to match Sheet 5. Although the structures were relabeled, the title does not reflect the relabeling. The title of this profile shall be relabeled to “...AD#110 to DMH#11.”

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- e. For compliance with Section 15.03(10) *Municipal Utilities* and Section 23 *Water Supply*:
 - i. Show all existing and proposed utility information on the existing conditions plan and site plan.
 - ii. Evidence of water pressure availability for continued service of the existing development and adequate service for the proposed eight new units shall be submitted, to include a hydrant flow test of the existing hydrant at the hydrant closest to the proposed building.
 - iii. Ensure that both the existing and proposed development shall have adequate water pressure.
 - f. Revise the plans to extend the proposed sidewalk located on the west side of the new building around to the north and east of the proposed building to connect to the existing sidewalk in front of the existing eight-unit building, and this sidewalk shall be connected to the existing sidewalk in front of the existing six-unit building via a crosswalk, all in compliance with Site Plan Regulations and Construction Standards and Details for sidewalks and crosswalks.
 - g. A note shall be added to the overview plan (Sheet 1) stating that no rooftop or ground-mounted mechanical equipment are proposed and that if such equipment is proposed, the required screening shall be reviewed through administrative approval and installed prior to issuance of any certificates of occupancy.
 - h. A note shall be added to the landscape plan (Sheet 8) stating that there no overhead utilities above any of the proposed tree plantings and that there are no existing or proposed underground utility lines within 10 feet of any of the proposed tree or shrub plantings.
 - i. The landscape plan shall be revised to remove the reference to cranberry cotoneaster in the plant list and update the number of purple gem rhododendron in the plant list to “9” to reflect the number shown as being planted.
 - j. A note shall be added to the landscape plan stating the following: “Per Section 27.07(6) of the Site Plan Regulations, all plant materials shall be planted in accordance with Construction Standards and Details. Organic mulch shall be used to retain soil moisture and moderate temperature; however, the thick application of mulch around the root collar of the tree will not be allowed.”
 - k. The landscape plan shall be revised to note the verbiage contained in Section 27.09(3) *Site Restoration*, as well as copying and pasting Section 7.02.02.A.1, 2, and 3 from the Construction Standards and Details onto the landscape plan.
- 2. The overview plan (Sheet 1) shall list all approved waivers with the section numbers, description, and date of approval.
 - 3. Copies of all required state and federal permits shall be submitted to the Planning Division.

(a) **Subsequent Conditions** – to be fulfilled as specified:

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1. The applicant is responsible for compliance with the City's municipal code, Site Plan Regulations, and Construction Standards and Details, unless a variance, waiver, or conditional use permit is granted.
2. Per Section 4.02 of the Site Plan Regulations, no building permit shall be issued for the purposes of constructing a new building unless a certificate of approval has first been issued.
3. Per Section 11.09(6) Building Permits and Certificates of Occupancy, no building permit shall be issued where major site plan approval is required until the site plan has been approved by the Planning Board and the pre-construction conditions of approval have been satisfactorily addressed as determined by the Clerk of the Planning Board. No certificate of occupancy shall be issued until all site and building improvements have been completed to the satisfaction of the Clerk of the Board according to the approved plans and conditions of the Planning Board approval.
4. Per the Construction Standards and Details, all work performed in the City shall, as a minimum, conform to the requirements of the latest edition of the manual and the standards contained therein. The more stringent criteria shall apply in the case of conflicts. Deviations from the standards are only authorized with a waiver approval from the Planning Board. Driveway permits, excavation permits, encumbrance permits, and utility connection permits shall be obtained as applicable prior to the commencement of any work.
5. Per Section 36.04 Conflict with Other Public Provisions, where any regulation imposes restriction different from those imposed by any other provision of those regulations or any other ordinance, rule, or regulation, or other provision of law, whichever provisions are more restrictive or impose higher standards shall control.
6. Per 36.15 Compliance with Regulations, no site construction, or change of use of land, shall occur in violation of the Site Plan Regulations and the Zoning Ordinance. No building permits may be issued for any building, structure, site improvement, or change of use prior to site plan approval and the satisfactory completion of any pre-construction conditions of Planning Board approval. The Clerk shall not approve any certificate of occupancy, nor shall any use of a building or site commence, unless the proposed improvements, and the proposed use of land or buildings, is found to comply with the approved site plan and the conditions of Planning Board approval.
7. Per Section 36.17 Minor and Major Amendments, the Clerk may approve minor amendment to a site plan previously approved by the Planning Board, if the amendments are not substantive in nature and are fully in compliance with the standards, and are consistent with any condition imposed by the Board. Other changes shall be considered by the Planning Board at the next regular meeting as a further consideration item with appropriate abutter notice. A major change to a previously approved plan shall require a new public hearing before the Board as required for a new application.
8. Per Section 36.24 Inspections, the Community Development Department shall be responsible for inspecting the site plan improvements for conformity with the approved plans and conditions of Planning Board approval. The City may assess the applicant for all or a portion of the cost, including overhead, of the necessary inspections. No certificate of occupancy shall be issued until the development has been completed according to the approved plans. A temporary certificate of occupancy may be issued pursuant to Section 36.18 Winter Certificate of Occupancies due to winter conditions.

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9. Per Section 36.25 As-Built Plans and Section 12.09 As-Built Drawings, prior to the issuance of a certificate of occupancy digital as-built drawings shall be provided conforming to the City Engineer's as-built checklist. The applicant's engineer or surveyor shall submit to the City Engineer a detailed "as-built" survey of all major site plans showing the location of buildings, structures, utilities, parking and loading areas, driveways and access, as well as for any public improvement constructed indicating location, dimensions, materials, and other information required by the City Engineer. The as-built survey shall also be submitted in digital format and media conforming to the City Engineer's as-built checklist.
10. Per Section 36.27 Release of Financial Guarantees, a release of any financial guarantee assurance shall not be undertaken until the Clerk of the Planning Board and the City Engineer have ascertained that all site-related improvements, or required public improvements, have been constructed in conformance with the approved plans and specifications.

All in favor. The motion passed unanimously.

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted to **grant architectural design review approval** for the construction of eight new attached dwelling units and associated site improvements as submitted.

All in favor. The motion passed unanimously.

10. Other Business

Any other business which may legally come before the Board.

Member Hicks stated two applicants stated for the record that they wanted to compliment staff and he wanted to echo that. Member Hicks appreciates these staff reports being so thorough. The meetings now a go so much more smoothly than they used to before the change of the reports.

Chair Woodfin and Member Santacruce echoed that as well.

Adjournment

Member Fox moved, seconded by Member Santacruce, to adjourn the meeting at 7:55 p.m. All in favor. The motion passed unanimously.

The next regular meeting is Wednesday, August 20, 2025, at 7:00 p.m.

TRUE RECORD ATTEST:

Krista Tremblay

Krista Tremblay

Administrative Technician III