

**City of Concord Planning Board**  
**January 21, 2026 - Draft**  
**Minutes**

The regular monthly meeting of the Concord Planning Board was held on January 21, 2026, at 7:00 p.m., in City Council Chambers at 37 Green St, Concord.

Attendees: Dina Condodemetraky, David Fox, Matthew Hicks, Amanda Savage, Eaton Tarbell, Councilor Brent Todd, and Chair Richard Woodfin

Absent: Mayor Byron Champlin, Alternate Frank Kenison and Teresa Rosenberger (Ex-Officio for City Manager)

Staff: Tim Thompson – (Assistant Director of Community Development / Acting City Planner), Alec Bass (Assistant City Planner – Community Planning), Kearsten O’Brien (Senior Planner), Krista Tremblay (Administrative Technician III), 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. Roll Call**

The Acting Clerk of the Planning Board, Tim Thompson, did the roll call, noting that a quorum is present.

**3. Approval of Meeting Minutes**

On a motion made by Member Hicks, seconded by Member Condodemetraky, the Planning Board voted 7-0-0 to approve the December 17, 2025, Planning Board meeting minutes, as written.

**4. Agenda Overview**

No changes.

**5. Architectural Design Review by Consent**

On a motion made by Member Hicks, seconded by Member Savage, the Board voted 7-0-0 to approve agenda items 5A-5J as submitted, subject to the recommendations of the Architectural Design Review Committee.

**5A. Alex Stoye, on behalf of Monitor Statesman, LLC, requests an architectural design review recommendation for exterior changes of a building at 10 Pleasant St Extension, in the Central Business Performance (CBP) District.(PL-ADR-2025-0133) (2025-121)**

The Planning Board continued the application to the date certain of February 18, 2026 and the applicant return for the February 3, 2026 ADRC meeting pending receipt of door which will be used.

**5B. The John Flatley Company, on behalf of Capital City Pickleballers, Chrome, and Flatley Concord Center, LLC, requests architectural design review recommendations for a new 36-square-foot externally illuminated building wall sign (SP-0674-2025) and to permit an existing 21-square-foot non-illuminated building wall sign (SP-0680-2025) which was previously unpermitted at 10 Ferry St in the Opportunity Corridor Performance (OCP) District. (PL-ADR-2025-0144) (2025-144)**

**City of Concord Planning Board**  
**January 21, 2026 - Draft**  
**Minutes**

The Planning Board approved the application as submitted.

- 5C. Sebago Signworks, on behalf of Consolidated Communications of Northern New England CO, LLC, requests an architectural design review recommendation for a new 33.75-square-foot non-illuminated building wall sign (SP-0671-2025) to replace an existing building wall sign at 12 South Street in the Civic Performance (CVP) District. (PL-ADR-2025-0141) (2025-139)

The Planning Board approved the application as submitted.

- 5D. Signarama of Concord, on behalf of Mawa Ivoiro and TDL Investments, LLC, requests architectural design review recommendations for a new 25.87-square-foot internally illuminated building wall sign (SP-0675-2025) to replace an existing building wall sign and a new 21.67-square foot internally illuminated freestanding sign tenant panel sign (SP-0676-2025) to replace an existing tenant panel at 374 Loudon Rd in the Gateway Performance (GWP) District. (PL-ADR-2025-0148) (2025-149)

The Planning Board approved the application as submitted with the following conditions as the signs are not legible and have too much information: the color of the name of business shall have a white font instead of black; and, the amount of text on the building and pylon signs shall be reduced, with the suggestion that the phone number be removed.

- 5E. Advantage Signs, on behalf of NH Climbing and Fitness, and Evolution Realty LLC, requests an architectural design review recommendation for a new 11.98-square-foot non-illuminated freestanding sign (SP-0678-2025) to replace an existing free-standing sign at 10 Langdon Ave in the Urban Transitional (UT) District. (PL-ADR-2025-0142) (2025-140)

The Planning Board approved the application as submitted.

- 5F. Advantage Signs, on behalf of Riverbend Community Mental Health Inc, requests architectural design review recommendations for a new 2.77-square-foot non-illuminated freestanding sign panel (SP-0677-2025), an existing non-permitted 14-square-foot non-illuminated freestanding sign panel (SP-0688-2025), and an existing non-permitted 2.5-square-foot non-illuminated free-standing sign panel (SP-0694-2025) at 42 Pleasant St in the Civic Performance (CVP) District. (PL-ADR-2025-0147) (2025-148)

The Planning Board approved the application as submitted with the condition that the eyelet/link connection be replaced with a bracket or stud connection system to allow the signs to be brought closer together leaving 1 inch between the signs; with a suggestion that the two smaller signs be made the same size.

- 5G. Advantage Signs, on behalf of Granite Edvance Corporation, requests architectural design review recommendations for 4 new 1.28-square-foot externally illuminated freestanding sign panels (SP-0681-2025, SP-0682-2025, SP-0683-2025, and SP-0684-2025) to replace existing panels, 4 new 3.8-square-foot externally illuminated freestanding sign panels (SP-0685-2025, SP-0686-2025, SP-0687-2025, and SP-0689-2025) to replace existing panels, and 1 existing unpermitted 6.16-square-foot externally illuminated free standing sign panel (SP-0290-2025) at 4 Barrel Court in the Office Park Performance (OFP) District. (PL-ADR-2025-0143) (2025-141)

**City of Concord Planning Board  
January 21, 2026 - Draft  
Minutes**

The Planning Board approved the application as submitted with the following condition: the small wayfinding arrow and circle on the bottom left corner of the Granite Edvance smaller sign panel on the interior pylon be removed.

- 5H. AGI, on behalf of Books A Million and Fort Eddy LLC's in names of Arsenal, Watertown, Torrington, Thomas, TLRT, Endicott, and EH, requests architectural design review recommendations to reface 2 existing, non-permitted internally illuminated building wall signs of 107.34-square-foot (SP-0695-2025) and 69-square-foot (SP-0696-2025) at 76 Fort Eddy Rd in the Gateway Performance (GWP) District. (PL-ADR-2025-0145) (2025-145)

The Planning Board approved the application as submitted.

- 5I. Avenues Recovery Extended Care LLC, on behalf of Chenell Realty LLC, requests an architectural design review recommendation to permit an existing, previously non-permitted 17.29-square-foot non-illuminated monument sign (SP-0698-2025) at 2 Chenell Dr in the Office Park Performance (OFP) District. (PL-ADR-2025-0149) (2025-150)

The Planning Board approved the application as submitted.

- 5J. Massa Multimedia Architecture, on behalf of Walmart Real Estate Business Trust, requests an architectural design review recommendation for the construction of additional canopy covering and other site improvements at 344 Loudon Rd in the Gateway Performance (GWP) District. (PL-ADR-2025-0146) (2025-146)

The Planning Board approved the application as submitted.

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

- 6A. Wilcox & Barton, Inc, on behalf of Daval Realty Associates LLC, and Banks Chevrolet, requests approval for a major site plan application and a conditional use permit for certain uses in the Aquifer Protection District for the construction of a parking lot and other site improvements at Tax Map 782Z Lot 8, addressed as 234 Airport Road in the Highway Commercial (CH), Single-Family Residential (RS), and Open Space Residential (RO) Districts. (2025-134) (PL-SPR-2025-0052) (PL-CUP-2025-0105)

On a motion made by Member Hicks, seconded by Member Savage, the **Board voted 7-0-0 to** determine the application complete and set the public hearing for the date certain of February 18, 2026.

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

## **7. Amendments**

- 7A. Eastern Development requests approval for an amendment to a major subdivision application and recorded subdivision plat to grant certain waivers from the Subdivision Regulations to allow bituminous cape cod berm in place of vertical granite curbing throughout the common private drive; to not require street trees along the full length of the common private drive and instead limit new plantings to the cul-de-sac area and allow existing trees along the approach to credit toward compliance; to allow a common private drive length of over 1,000 feet; and, to allow a common

**City of Concord Planning Board**  
**January 21, 2026 - Draft**  
**Minutes**

private drive with 3 inches of hot bituminous pavement instead of the required 4 inches, at Tax Map 11Z Lot 25/1, addressed as 15 Hot Hole Pond Road in the Open Space Residential (RO) District. (2023-140) (PL-AMEND-2025-0020)

Mr. Thompson stated that this project was discussed with the Board in October, and further in a separate pre-application Design Review meeting in December, the applicant is requesting an amendment to the previously approved subdivision application (signed by the Chair and Clerk on June 2, 2025). Mr. Thompson did not recap the full scope of the request, as the Board is familiar with Mr. Taber's request. Staff recommends denial of the requested amendment to the previously approved Major Subdivision, due to the applicant not providing a complete and revised subdivision plan meeting the requirements of Section 16 Application Requirements for Major Subdivision, which includes being signed and sealed by the NH Licensed Professional responsible for preparing it, and Chapter 4 Design Standards of the Subdivision Regulations, which renders the Board unable to adequately review and consider the amendment application. In the event that there are specific questions regarding the Board's process regarding the applicant's request, the City Solicitor is here tonight in the event that the Board needs any particular guidance.

Chair Woodfin noted the applicant was not present at the meeting. Chair Woodfin noted when the applicant was here before the applicant was asking for specific amendments and waivers without all of the information in front of the Board. Chair Woodfin stated he did not want to outright deny it and maybe the Board deny it without prejudice so the applicant can resubmit. Chair Woodfin asked if the Board can do that all in one.

Mr. Thompson stated the Board can deny the application without prejudice for the reasons based in the staff memo for the lack of submitted information and the missing application fee.

Chair Woodfin asked if the Board does not need to do the waivers individually.

Mr. Thompson responded the Board does not have to do the waivers individually. Mr. Thompson noted if the Board denies the amendment without prejudice that will give the applicant an opportunity to resubmit a proper application with the information for the Board to make a decision.

Chair Woodfin asked if there is any member of the audience that would like to speak on this application, and with none, closed the public hearing.

On a motion made by Chair Woodfin, seconded by Member Condodemetraky, the Board voted to deny, without prejudice, the amendment to the approved major subdivision application and recorded subdivision plat for certain waivers from the Subdivision Regulations at Tax Map Lot 11Z 25-1, addressed as 15 Hot Hole Pond Road. The Board cited the following reasons for denial of the amendment.

- The applicant has not paid the required application fee for the amendment request;
- The applicant has not provided a complete and revised subdivision plan meeting the requirements of Section 16 *Application Requirements for Major Subdivision*, which includes being signed and sealed by the NH Licensed Professional responsible for preparing it, and Chapter 4 *Design Standards* of the Subdivision Regulations, which renders the Board unable to adequately review and consider the amendment application.

**City of Concord Planning Board**  
**January 21, 2026 - Draft**  
**Minutes**

**Public Hearings**

**8. Architectural Design Review Applications**

8A. Nobis Group, on behalf of the Concord School District, requests a public hearing in accordance with RSA 674:54 for the construction of a new 205,562-square-foot middle school, and associated site improvements at Tax Map 7914Z Lot 98-1, addressed as 144 South Street in the Single Family Residential (RS) District. (2025-152) (PL-SPR-2025- 0056)

Mr. Thompson stated this project is for the construction of a new middle school and associated site improvements for the Concord School District at the Rundlett Middle School property located at 144 South Street. The Concord School Board is the elected governing body responsible for the ultimate funding of the project; and the Planning Board's role in the process, per RSA 674:54, is a non-binding review of the normally applicable land use regulations related to the construction aspects of the project. In accordance with the state law, governmental land uses are exempted from local land use regulations, but the Board should provide any applicable and appropriate feedback relative to the project design for the District's consideration.

Chris Nadeau (18 Chenell Dr, Concord), Tina Stanislaski (130 Bishops Allen Dr, Cambridge, MA) and Rebecca Brown (116 S River Rd Building B Suite 1, Bedford), presented the application.

Chair Woodfin stated for the record this application is governed by RSA 674:54 and the Board's feedback is non-binding, but the Board will hear public testimony.

Mr. Nadeau presented the site plan for the new school it is about 98,000 square feet footprint. There are three stories in the front and two stories in the back that result in a total building area consisting of a little over 200,000 square feet. Mr. Nadeau presented the elevations to build a new school while the existing school is in secession. The District is slated to start in early April with the foundations and finish around December 2028. Then, the old school will be torn down and replaced with athletic fields. Mr. Nadeau stated one of the goals is to separate the parent drop off and the bus drop off. They will tie in the Abbott-Downing School driveway. Traffic can exit out onto Conant Drive. On the north side of the school will be the bus loop that will come in off Cornell Street which will be changed to a one way. There is emergency vehicle access on the back side that will be gated. There will be a service area for delivery trucks. Mr. Nadeau stated there are a total of 19 buses that will go in two phases of nine buses. In the parent drop off there is a loop that can handle 23 vehicles. There is a total of 194 parking spaces plus 18 spaces along the main driveway. Mr. Nadeau noted they are looking to disturb 20 acres of land. The goal for this building is to be net zero. There will be solar on the roof and solar canopies over the parking. They are installing ground source heat pumps to provide energy to heat and cool the building.

Chair Woodfin asked about lighting for the fields.

Mr. Nadeau stated there is no lighting for the fields only for parking and lights on the building.

Ms. Stanislaski presented the elevations submitted with the application materials along with a video.

**City of Concord Planning Board  
January 21, 2026 - Draft  
Minutes**

Member Tarbell asked if any of the three fields will be a turf field or all they all grass.

Ms. Stanislaski stated right now they are grass.

Member Hicks asked if they are irrigated.

Ms. Stanislaski responded yes.

Chair Woodfin asked if there was any member of the Board with other questions, with none, opened to the public.

Deborah Samaha (11 Madison Street) is trying to understand the non-binding review process.

Chair Woodfin stated it is an application governed by RSA 674:54 which applies to governmental use of land. The Board does not have the ability to dictate what they have to do but they can hear the public testimony. The applicant can take the testimony under advisement and they may change the plans. However, they are not required. Chair Woodfin noted if this was a regular Planning Board application most of the recommendations would be requirements.

Ms. Samaha stated she read through some of the documents provided with the meeting agenda. Ms. Samaha noted it does seem like the city is recommending additional traffic study and would hope that is done. Ms. Samaha has heard concerns from neighbors about pedestrian and bike queuing.

Mila Paul (21 Clinton St) is concerned about Cypress Street. Ms. Paul asked if the footprint and square footage of the school is appropriate to the expected demographic for the student body.

Mr. Thompson stated that is more of a School Board question and not a Planning Board question. Mr. Thompson noted the Planning Board's role in this is to look at the construction aspect of the project and provide non-binding feedback to the district.

Nicole Fox (19 Merrimack St) stated she is on the City's Transportation Policy Advisory Committee and the Middle School Building Committee. Ms. Fox stated she read the traffic study and staff comments. Ms. Fox agrees with staff comments. Ms. Fox asked for the school district to provide a better evaluation of bike and pedestrian safety for access to the site.

Chair Woodfin asked if there were any other member of the audience that wished to speak on the application, with none, closed the public hearing.

Mr. Thompson noted from a staff perspective the comments in the packet for Planning, Engineering, traffic and transportation all are looking at what would be applicable by the regulations. The major concern city staff has raised is the lack of a stormwater management report that would be a typical requirement for private development, understanding that the analysis would coming with the forthcoming NHDES Alteration of Terrain permit and they are asking for an updated traffic study to include the revisions recommended by the City's traffic engineer.

Chair Woodfin stated traffic pattern for the buses with a generic bus coming form the other side of

**City of Concord Planning Board**  
**January 21, 2026 - Draft**  
**Minutes**

town where do they go and what route will they follow and will all buses follow the same route.

Mr. Nadeau stated the city is not asking for a new traffic study they are asking to refine the existing traffic study.

Ms. Brown stated buses will come in from South Street turning onto Noyes Street. From Noyes Street they will travel westbound to Cornell Street and then a right turn into the site. Then they will loop around the bus loop. When they exit they will travel back out on the driveway through Cypress Street which is one-way to Noyes Street and back out to South Street.

Chair Woodfin noted those buses are heading back through the central parking location turning left out of Noyes Street to South Street. Chair Woodfin noted there are a lot of kids walking down Noyes Street heading to school. Chair Woodfin stated he cannot imagine a school bus going up the little hill that makes hard to get out and hard to see. Chair Woodfin is concerned with the buses going up and down that street.

Ms. Brown noted one of the things they were asked to look into are sight lines when coming out on Noyes Street to South Street.

Member Savage stated the buses go on Cypress Street and can make the turn radius. Looking at the site plan there is a driveway on the west side of the new building that is to be used for deliveries. Member Savage asked if there was a consideration to come in and go down where nine is and exit to South Street.

Chair Woodfin noted to exit to Conant Street and then South Street.

Member Savage asked if there could be a one-way in and a one-way out.

Mr. Nadeau stated it was explored and the guidance from the building committee and school board they wanted a no conflict between parent drop off and school buses.

Chair Woodfin asked if the conflict was the kids drop off and if it is happening by the front door. Chair Woodfin noted there could be a differentiation where the flow is more tolerable. Chair Woodfin stated the looping it back on itself will be problematic.

Ms. Stanislaski will bring back to the School Board to discuss.

Councilor Todd asked if they considered switching the drop off for the busses and the parent drop off.

Mr. Nadeau stated they have considered and they felt less of impact on the north side of that neighborhood.

Councilor Todd noted the traffic study review comments report from the transportation engineer says the 1265-foot length of the driveway allows for only 50 vehicles. The study indicates that 49 vehicles are stacked prior to release but is that the max que.

**City of Concord Planning Board  
January 21, 2026 - Draft  
Minutes**

Ms. Brown stated 49 is the number they saw when school got out.

Councilor Todd noted they are not leaving a lot of leeway for future student populations.

Ms. Brown stated there is some additional queuing space back beyond where they are projecting it would go. If there is an increase in population and more students are being picked up there is an additional 400 feet of space that can que for about another 16 vehicles.

Councilor Todd asked if that is the plan for back up.

Ms. Brown responded yes.

Councilor Todd asked if they will be holding public meeting for abutters.

Ms. Stanislaski they will talk to School Board and figure out a way to meet with the abutters.

Councilor Todd stated he feels it is important for the public to speak and provide comments.

Chair Woodfin thanked the applicant for their presentation.

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

- 9A. Richard D. Bartlett & Associates, LLC, on behalf of Patricia R. and Douglas W. Hicks, requests approval for a minor subdivision application and certain waivers from the Subdivision Regulations for a two-lot subdivision at Tax Map 28Z Lot 34, addressed as 131 Shaker Road, in the Open Space Residential (RO) District. (2025-120) (PL-MIS-2025-0045)

Member Hicks recused due to familial relationship at 7:56 p.m. and left the meeting room.

Mr. Thompson stated this project calls for a fairly straightforward frontage subdivision of property, creating one new residential lot of 0.92 acres with the remaining land associated with the existing dwelling containing 13.81 acres. The applicant received relief from the Zoning Board to allow the existing structure to remain within the required front setback (the non-conforming protections for the structure are lost when the lot is modified, necessitating the granted relief). Staff recommends granting conditional approval as outlined in the staff memo.

Ms. O'Brien stated the additional waivers noted in the staff report they did not have the existing building structure and dimensions they are asking for a waiver to not show those and staff is in support. The abutting properties in section 12.08(22) and section 15.03(1) which would require them to show on the abutting properties the existing driveway, well and septic and staff would support that. If there is a motion to grant the waiver.

Chair Woodfin stated he will defer to Ms. O'Brien.

Mark Sargent (18 Chenell Dr, Concord) presented the application. Mr. Sargent stated they were here last year for a lot line adjustment. There is just over 14 acres. There is 90 feet of frontage. There is an

**City of Concord Planning Board**  
**January 21, 2026 - Draft**  
**Minutes**

existing single-family home that dates back to 1771. Mr. Sargent stated they want to create an additional lot to the north of the property with 0.92 acres. There is a little over 200 feet of frontage. They asked for waivers.

Chair Woodfin asked if there is any member of the Board with questions on this application, anyone in the audience, with none, 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 Savage, seconded by Member Fox, the Board voted 7-0-0 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)(2) and Section 35.08 of the Subdivision Regulations are met:

- a. Section 12.07 *Wetland Delineations*, to not provide the signature and seal of the certified wetland specialist on the subdivision plat;
- b. Section 12.08 *Existing Conditions*, to not provide any information required by this section other than what is shown in the subdivision plat submitted for the hearing on January 21, 2026;
- c. Section 12.08(3) *Topography*, to not show existing topographic conditions on the remaining parcel;
- d. Section 12.08 (7) *Buildings and Structures*, to not show the location, layout, and use of existing buildings and structures with exterior dimensions shall be shown on the plat;
- e. Section 12.08(20) *Existing Vegetation*, to not show existing vegetation;
- f. Section 12.08 (22) *Abutting Properties*, to not show intersecting property lines, buildings, driveways, wells, and septic systems on abutting properties;
- g. Section 12.08(23) *Tabulation*, to not provide tabulation data because a full survey was not done of the property;
- h. Section 15.03 (1) *Abutting Properties*, to not show intersecting property lines, buildings, driveways, wells, and septic systems on abutting properties;
- i. Section 15.03(4) *Topography*, to not provide topography information for the large remnant lot;

On a motion made by Member Savage, seconded by Member Fox, the Board voted 7-0-0 to **grant minor subdivision approval** for the three-lot subdivision of Tax Map Lot 28Z 34, unaddressed Shaker Road, 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 the address of the owner shall be added to the title block prior to final approval
    - b. Per Section 12.03(5) *Wetland*, the required signature and seal of the New Hampshire certified wetland scientist who prepared the delineation shall be added to the plat prior to final approval.

**City of Concord Planning Board**  
**January 21, 2026 - Draft**  
**Minutes**

- c. Per Section 13.02(9) Agreement to Convey a Private Easement a private easement, benefiting 131 Shaker Road, to protect the wellhead radius shall be provided for review and approval by the Clerk of the Planning Board and City Solicitor prior to recording with the Merrimack County Registry of Deeds.
    - d. New Lot 34-1 will have an address of 135 Shaker Rd. This address needs to be added to the subdivision plat.
    - e. Per Section 15.02(9) *Proposed Use*, shall include a statement of proposed type of residential use of any (single-family, duplex, multi-family, townhouse) and all uses other than residential proposed by the applicant. A statement shall be added prior to final approval.
  2. Revise the plan for compliance with the Subdivision Regulations and Construction Standards and Details as noted in the attached memo to Alec Bass from Paul Gildersleeve dated October 22, 2025.
  3. Per Section 13.01(6) *State and Federal Permits* and Section 13.02(10) *State and Federal Permits*, a copy of any application made to a state or federal agency required for the approval of this subdivision, including those required for the development of the individual lots, shall be provided.
  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 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. However, recognizing the unique characteristics of this application, a performance guarantee will not be required; therefore, all monuments shall be set 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, prior to final approval.
  7. 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, and one full sized plan for signature by the Planning Board Chair and Clerk of the Planning Board. The subdivision plat 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. This approval notwithstanding, the applicant is responsible for full knowledge of, and 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.

**City of Concord Planning Board**  
**January 21, 2026 - Draft**  
**Minutes**

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.

Member Hicks arrived back in the room at 8:02 p.m.

9B. Richard D. Bartlett & Associates, on behalf of 87 South Main Street, LLC, request an amendment to a minor subdivision application and recorded condominium subdivision to revise the limited common area assignments of the recorded condominium plan and documents at Tax Map 7413Z Lot 38, addressed as 85-87 South Main Street in the Urban Commercial (UC) District. (2024-067) (PL-AMEND-2025-0021)

Mr. Thompson stated this project calls for an amendment to a previously granted minor subdivision and condominium subdivision granted in 2024. The approved plan allowed for the condominium conversion of two existing structures at 85-87 South Main Street. The applicant now proposes to modify the limited common area assignments of the recorded condominium plan and documents. Specifically, the garage spaces on the first floor of 87 South Main. Staff recommends granting conditional approval as outlined in the staff memo.

Mark Sargent (18 Chenell Dr, Concord) presented the application. Mr. Sargent stated the areas they are talking about is a limited common area and the two garages.

Chair Woodfin asked if there is any member of the audience that wishes to speak on this application. After receiving no public testimony, Chair Woodfin closed the public hearing.

Mr. Bass stated that staff is recommending the applicant withdraw the waiver requests because the original approval received those waivers. The applicant did formally request to withdraw those waivers.

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 Hicks, seconded by Councilor Todd, the Board voted 7-0-0 to **approve the minor subdivision amendment** to reconfigure the limited common area at 85-87 South Main Street, subject to the following 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, the following revisions shall be made:
    - a. The signature dates in the amended declaration document need to be revised from the year 2025 to 2026, then resubmitted for final review by the City Solicitor and Clerk of the Board.

**City of Concord Planning Board**  
**January 21, 2026 - Draft**  
**Minutes**

2. The plat shall list all approvals, variances, waivers, and conditional use permits with the section numbers and description, and date of approval. Unless otherwise noted, the plan shall comply with the regulatory requirements in any instances where waivers have been denied by the Planning Board.
  3. Prior to the recording of the plat and as required by Section 12.09 *Electronic Submission* of the Subdivision Regulations, digital information from the plat shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information (GIS) and tax maps. The digital information shall be submitted in a format and media conforming to standards promulgated by the City Engineer. The layers listed in Section 12.09(1) through (8) shall be submitted referencing New Hampshire State Plane Grid Coordinates and shall be based on National American Vertical Datum 1988 (NAVD 88).
  4. Upon notification from the Planning Division that the final plat complies with Planning Board conditions, the Zoning Ordinance, and Subdivision Regulations, the applicant shall deliver to the Planning Division one mylar, one full-size plan set, and one 11x17 plan set for endorsement by the Planning Board Chair and Clerk and subsequent recording of the mylar at the Merrimack County Registry of Deeds. Per Section 15.02(1) *Licensed Land Surveyor*, the final plat drawings shall contain the signature and stamp of the New Hampshire licensed land surveyor who prepared the plat.
  5. Per Section 13.02(13) *Recording Fees*, the applicant is responsible for submittal of required recording fees.
  6. Per Section 4.02, no land shall be subdivided or portions of a lot transferred within the corporate limits of the City, until a subdivision plat for said land has been prepared in accordance with the regulations, approved by the Board, endorsed by the Chair and Clerk of the Planning Board, and filed at the Merrimack County Registry of Deeds.
  7. 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.
- (b) **Subsequent Conditions** – to be fulfilled as specified
1. The application is subject to all previous remaining conditions of approval from the October 16, 2024 Planning Board decision.

9C. Woodard & Curran, on behalf of Radius Recycling, Inc. and Prolerized New England Co, LLC, requests approval for a minor site plan application for the construction of new on-site stormwater treatment facilities and other certain site improvements at Tax Map 793Z Lot 9, addressed as 25 Sandquist St in the Opportunity Corridor Performance (OCP) and Open Space Residential (RO) Districts. (2025-151) (PL-SPM-2025-0027)

Mr. Thompson stated this project calls for replacement of existing on-site stormwater infrastructure at the recycling/salvage yard facility with a new proposed stormwater treatment system to meet the EPA's Multi-Sector General Permit (MSGP) benchmarks for target pollutants from runoff and other associated site improvements. Based on the request of the applicant, staff recommends the Board continue this item to the March 18 meeting.

Ross Tsontoulis (5 Dartmouth Dr # 302, Auburn) and Yuya Ishizuka (5 Dartmouth Dr # 302, Auburn) presented the application. Mr. Tsontoulis stated they request to continue the public hearing, deliberate this evening and then defer any action until March 18, 2026.

**City of Concord Planning Board**  
**January 21, 2026 - Draft**  
**Minutes**

On a motion made by Member Hicks, seconded by Member Condodemetraky, the Board voted 7-0-0 to determine the application complete, not a development of regional impact, per RSA 36:55, and open the public hearing.

Mr. Tsontoulis stated this is located off Basin Street. The use of the site is a metal recycling facility. The purpose of this project is to comply with the EPA multi-sector general permit. The work involved is looking at targeting reduction in runoff pollutants which include TSS, metals including aluminum, copper, lead and zinc. This project is intended to clean up the storm water discharging into the Merrimack River. As overview they have an alteration of terrain permit that is submitted. There is a shoreland filing and responses will be send back on February 6th. They want to make sure they have a comprehensive revised package that meets and addresses any comments from the Planning Board and the community.

Mr. Ishizuka stated this is approximately a 7-acre site. This is a replacement of an existing storm water collection and treatment system. The limit of work within the site is the replacement of the existing conveyance system. A portion of the property to the south will house an above ground storage tank, storm water treatment, a pump facility and a water separator. There is an existing storm water drain system that will be removed and replaced. The collected storm water drain will go into the collection system. The water will be diverted to a collection treatment system. First will be the oil and water separator and then pre-treated water will go into a pump station. The storm water will be pumped up to an above grade storage tank. Then the storage tank will be pumped to an advanced three stage storm water treatment system. The treated water will then go through a cycle that will tie into a junction structure that will receive the treated water and the bypass water for peak storm events then will tie into the existing storm grate system that exists at the southern end of the property.

Chair Woodfin asked if there is water being discharged into the river.

Mr. Tsontoulis stated ultimately it is after treatment.

Member Condodemetraky asked where is the water coming from at the property.

Mr. Tsontoulis stated the source of the water is from operational areas on the site as a whole.

Chair Woodfin asked about abutters to the south. It looks like there are connex boxes stacked up along that line. Chair Woodfin asked what is the intent are they planning on removing those and what is the buffer that will be placed to be compliant.

Mr. Tsontoulis noted on the plans show removal of the connex containers and they are showing a concrete barrier wall with a narrower footprint. Mr. Tsontoulis noted that chain link fencing with slats is not sufficient.

Mr. Bass stated typical screening requirements for fencing requires solid and opaque. Chain link fence is not solid or opaque. Mr. Bass stated in this situation the Board has purview in reference to what screening they want to enforce here understanding the applicant shows an existing tree line and there is a storm water easement. There are challenges to install any type of landscaping buffer.

**City of Concord Planning Board  
January 21, 2026 - Draft  
Minutes**

Chair Woodfin asked how tall is the concrete barrier they will install.

Mr. Tsontoulis responded 16 feet.

Chair Woodfin asked if they can them the ability to install landscape trees they would not have to put in a solid fence.

Mr. Thompson responded correct.

Mr. Tsontoulis noted if you look at the westerly side of the property there is already a chain link fence there and that is why looking to match on the south.

Chair Woodfin asked if there is any member of the audience that wishes to speak on this application and with none, closed the public hearing.

Member Hicks asked for clarification on the clock and where the applicant will stand.

Mr. Thompson stated this would be with in the 65-day clock and they will leave a few days left. However, the applicant has the option to waive and extend.

On a motion made by Member Hicks, seconded by Member Condodemetraky the Board voted 7-0-0 to continue the public hearing, at your request, for the minor site plan application at 25 Sandquist Street to a date certain of **Wednesday, March 18, 2026**.

**10. Design Review Applications**

None.

**11. Other Items**

None.

**12. Other Business**

Any other business which may legally come before the Board.

**Adjournment**

On a motion made by Member Fox, seconded by Councilor Todd the Board voted 7-0-0 to adjourn the meeting at 8:20p.m.

The next regular meeting is Wednesday, March 18, 2026, at 7:00 p.m.

TRUE RECORD ATTEST:

*Krista Tremblay*

Krista Tremblay  
Administrative Technician III