



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

Planning Board

July 16, 2025

Record of Architectural Design Review Committee Recommendations

RE: July 1, 2025
Architectural Design Review Committee meeting.

Sign Application

Judy Hampe, requests an architectural design review recommendation 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)

Recommend that the Planning Board approve the application as submitted with the following conditions: that the two existing non-permitted signs (SP-0591-2025 and SP-0592-2015) applications be approved as submitted; that the Planning Board continue the application 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 suggestions that the site address be included on the freestanding sign frame.

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

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

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

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